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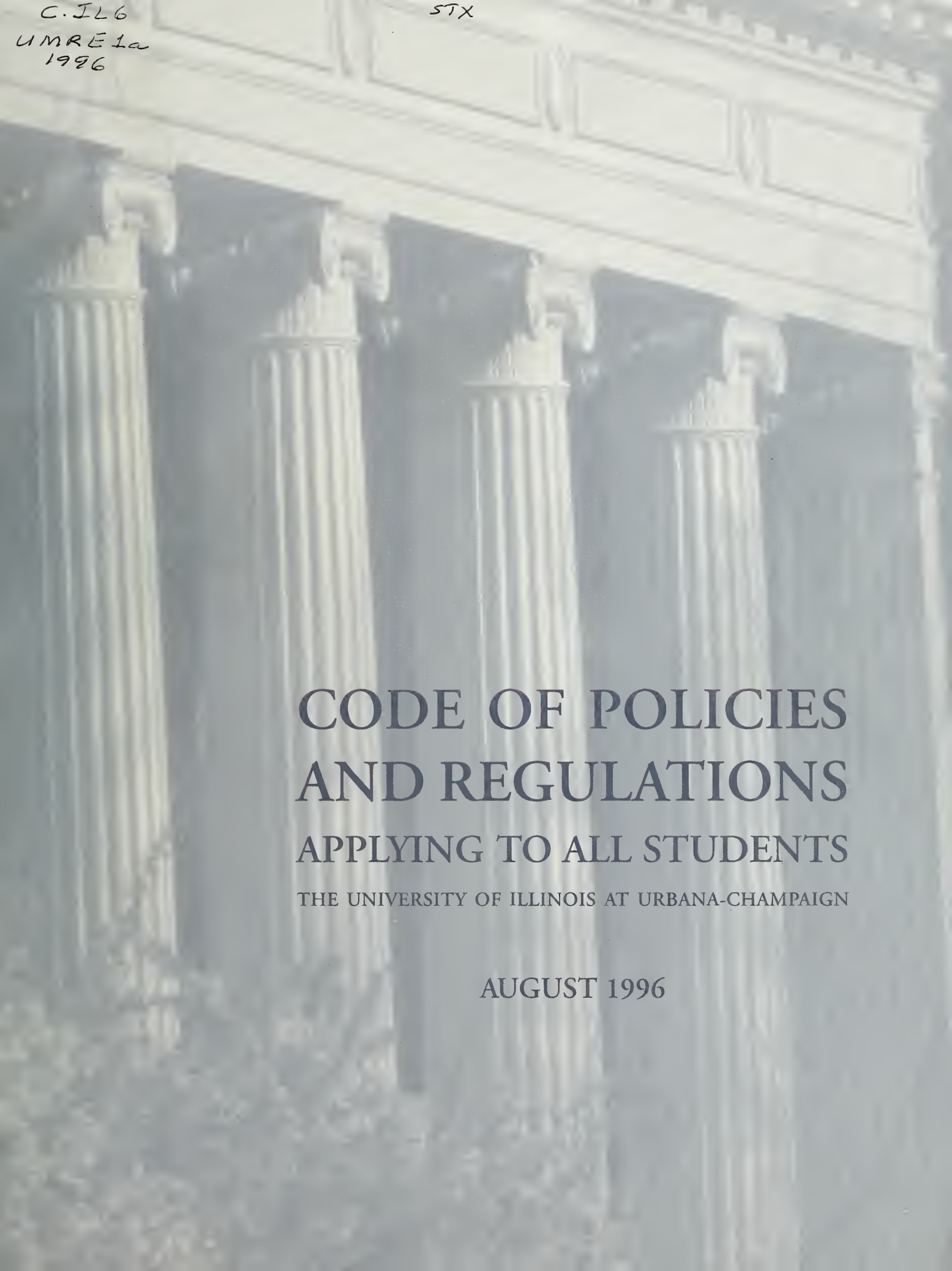

CODE OF POLICIES AND REGULATIONS

APPLYING TO ALL STUDENTS

THE UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

AUGUST 1996

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CODE OF POLICIES AND REGULATIONS
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AUGUST 1996

This booklet is published prior to each fall semester on-campus registration and is available electronically at the URL given below. Some copies are available at the Office of Admissions and Records, Window 25, 100 Henry Administration Building; the Dean of Students Office, 300 Turner Student Services Building; and the Student Organization Complex, 280 Illini Union.

The regulations appearing in this publication are those in effect at the time of its printing and are subject to change without notice. Unless specifically indicated otherwise, they apply to all undergraduate, graduate, and professional students enrolled at the University of Illinois at Urbana-Champaign. Information about University and campus admission policies, specific academic programs and their requirements, and course contents may be found in current editions of the *Programs of Study* and *Courses* catalogs, available from the Illini Union Bookstore. Specific information about given academic terms may be found in the respective *Timetables*.

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The commitment of the University to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms.

It is the policy of the University of Illinois not to engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, unfavorable discharge from the military, or status as a disabled veteran or a veteran of the Vietnam era and to comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations. This nondiscrimination policy applies to admissions, employment, and access to and treatment in the University program and activities. Complaints of invidious discrimination prohibited by University policy are to be resolved within existing University procedures.

For additional information on the equal opportunity, affirmative action, and harassment policies of the University, or information on Title IX, ADA, or 504, please contact:

For the Urbana-Champaign campus: Associate Chancellor William Trent, Third Floor East, Swanlund Administration Building (MC-304), 601 East John Street, Champaign, IL 61820, (217) 333-4238; or Director Larine Cowan, 104 Swanlund Administration Building (MC-304), 601 East John Street, Champaign, IL 61820, (217) 333-0885.

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Special Note about the Code

The *Code of Policies and Regulations Applying to All Students* encompasses the rules formerly in the *Code on Campus Affairs* and *Handbook of Policies and Regulations Applying to All Students*.

This document is available on-line at:

http://www.uiuc.edu/admin_manual/code/

Code of Policies and Regulations Applying to all Students

In 1971 the *Statement on Individual Rights*, which was developed by the Conference on Conduct Governance, was approved. In the letter of transmittal dated September 7, 1971, the chancellor said:

> This Statement on Individual Rights shall serve to provide guidelines for the formulation, review, and adoption of standards of conduct by the Conference on Conduct Governance and the Office of the Chancellor. As a set of guidelines, the *Statement* shall be subject to the same process of review and change in the light of experience as all other standards for which the Conference has responsibility.
>
> It must be clearly understood that the adoption of this *Statement* cannot be construed as in any way superseding or otherwise affecting existing statements of policy issued by the president or enacted by the Board of Trustees, nor does its adoption bind the board or the president to the acceptance of prior restraints upon their responsibility for University policy. Changes in existing standards of conduct will continue to require completion of the normal process of review and action upon each specific standard by the Conference on Conduct Governance and the Office of the Chancellor, as well as by the president and/or Board of Trustees when appropriate.

Over the years since the *Statement on Individual Rights* was promulgated, there have been no substantive changes that were not requirements of law. Individual rights are both legal and moral. The Board of Trustees recognized the latter on September 20, 1978, when it approved the following statement:

> Resolved by the Board of Trustees of the University of lllinois that it reaffirms its commitment and policy (a) to eradicate prohibited and invidious discrimination in all its forms; (b) to foster programs within the law which will ameliorate or eliminate, where possible, the effects of historic societal discrimination; and (c) to comply fully in all University activities and programs with applicable federal and state laws relating to nondiscrimination and equal opportunity.

In examining the *Code* and the *Statement*, students must recognize that all illegal and invidious discrimination is anathema to the very purposes of a University and to the free inquiry that must take place. While the rights statement may be addressed solely to students, it, in fact, describes many of the rights and responsibilities of all members of the campus community.

STATEMENT ON INDIVIDUAL RIGHTS

1. Preamble

A student at the University of Illinois at the Urbana-Champaign campus is a member of a University community of which all members have at least the rights and responsibilities common to all citizens, free from institutional censorship; affiliation with the University as a student does not diminish the rights or responsibilities held by a student or any other community member as a citizen of larger communities of the state, the nation, and the world.

Any rules or regulations considered necessary to govern the interaction of the members of the University community are intended to reflect values which the community members must share in common if the purpose of the community to advance education and to enhance the educational development of students is to be fulfilled. These values include the freedom to learn, free and open expression within limits that do not interfere with the rights of others, free and disinterested inquiry, intellectual honesty, sustained and independent search for truth, the exercise of critical judgment, respect for the dignity of others, and personal and institutional openness to constructive change. The following enumeration of rights shall not be construed to deny or disparage others retained by these individuals in their capacity as members of the campus community or as citizens of the community at large.

2. In the Classroom

The professor, in the classroom and in conference, should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

A. Protection of Freedom of Expression
Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

B. Protection against Improper Academic Evaluation
Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

C. Protection against Improper Disclosure
Information about student views, beliefs, and political associations that professors acquire in the course of their work as instructors, advisers, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

D. Orderly Conduct of Classes
The professor is in charge of the orderly conduct of the class and may exclude a student or a visitor who does not comply with a reasonable request in this regard.

3. Campus Expression

A. Discussion and expression of all views is permitted within the University subject only to requirements for the maintenance of order. Support of any cause by orderly means which are not in violation of law and which do not disrupt the operation of the University nor interfere with the rights of others is permitted.

B. Members and organizations in the University community may invite and hear any persons of their own choosing, subject only to reasonable requirements on time, place, and manner for use of University facilities.

C. The campus press and media are to be free of censorship. The editors and managers shall not be arbitrarily suspended because of student, faculty, administration, alumni, or community disapproval of editorial policy or content.

D. The right of peaceful protest is recognized within the University community. The University retains the right to assure the safety of individuals, the protection of property, and the continuity of the educational process.

E. Lawful picketing and other forms of peaceful protest are permitted on University premises except that lawful picketing is permitted only out-of-doors.

4. Privacy

A. Members of the University community have the same rights of privacy as other citizens and surrender none of those rights by becoming members of the academic community. These rights of privacy extend to residence hall living. Nothing in University regulations or contracts shall give University officials authority to consent to a search by police or other government officials of offices assigned or living quarters leased to individuals except in response to a properly executed search warrant or search incident to an arrest.

B. When the University seeks access to an office assigned or living quarters leased to an individual to determine compliance with provisions of applicable multiple dwelling unit laws, ordinances, and regulations, or for improvement or repairs, the occupant shall be notified of such action not less than twenty-four hours in advance. There may be entry without notice in emergencies where imminent danger to life, safety, health, or property is reasonably feared and for custodial service.

C. The University may not conduct or permit a search of an office assigned or living quarters leased to an individual except in response to a properly executed search warrant or search incident to an arrest.

D. The University shall not regulate the social life of students or their organizations except as such regulations may apply to use of University premises, facilities, or premises approved for student residences. Additional regulations for living units may be made by a democratically constituted student government for the unit.

E. The University shall not regulate the hours individuals may keep.

5. Student Records

A. The University and its subdivisions should have a carefully considered policy as to the information which should be part of a student's permanent educational record and as to the conditions of its disclosure. To minimize the risk of improper disclosure, academic and disciplinary records should be separate. Access to the student's own records and files is guaranteed each individual subject only to reasonable regulation as to time, place, and supervision.

B. Transcripts of academic records should contain only information about academic status and conditions relating to the student's eligibility for continuing registration on this campus. Information from disciplinary or counseling files should not be available to unauthorized persons on campus, or to any person off campus without the express consent of the subject involved, except in cases where the student is not competent to grant such consent. In such cases, information will be made available only where the safety of persons or property is involved. No records should be kept which reflect the political activities or beliefs of students.

C. Provisions should also be made for periodic routine destruction of noncurrent disciplinary records. Administrative staff and faculty members should respect confidential information about students which they acquire in the course of their work.

D. The records and files of individuals no longer at the University shall continue to be subject to the provisions of this document.

6. Student Affairs

In student affairs, certain standards must be maintained if the freedom of students is to be preserved.

A. Freedom of Association
Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join associations to promote their common interests.
1. The membership, policies, and actions of a student organization usually will be determined by vote of only those persons who hold bona fide membership in the college or University community.
2. Affiliation with an extramural organization should not of itself disqualify a student organization from institutional recognition.
3. If campus advisers are required, each organization should be free to choose its own adviser, and institutional recognition should not be withheld or withdrawn solely because of the inability of a student organization to secure an adviser. Campus advisers may advise organizations in the exercise of responsibility, but they should not have the authority to control the policy of such organizations.
4. Membership lists are confidential and solely for the use of the organization except that name(s) and address(es) of an agent or agents, and/or officers, if any, may be required as a condition of registration.
5. Campus organizations, including those affiliated with an extramural organization, shall not discriminate against a member or prospective member on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, disability, unfavorable discharge from the military, or status as a disabled veteran or veteran of the Vietnam era, except as specifically exempted by law. Among the forms of invidious discrimination prohibited by University policy but not law is sexual orientation.

B. Freedom of Inquiry and Expression
1. Students and student organizations should be free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.
2. Students should be allowed to invite and hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to ensure that there is orderly scheduling of facilities, adequate financial underwriting for costs of services to be provided by the University, adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The University's control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or the institution.

7. Religious Beliefs, Observances, and Practices

Illinois law requires the University to reasonably accommodate its students' religious beliefs, observances, and practices in regard to admissions, class attendance, and the scheduling of examinations and work requirements. Implementation of the law is specified in this booklet as follows: Class absences—Rule 34; Examinations—Rules 82-85; Grievance Procedures—Rule 24.

NONDISCRIMINATION AND OTHER POLICY STATEMENTS RELATED TO AFFIRMATIVE ACTION AND TO EQUAL OPPORTUNITY AND TREATMENT FOR ALL STUDENTS

1. University of Illinois at Urbana-Champaign Nondiscrimination Statement

A. The commitment of the University to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms.

B. It is the policy of the University of Illinois not to engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, unfavorable discharge from the military, or status as a disabled veteran or a veteran of the Vietnam era and to comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations. This nondiscrimination policy applies to admissions, employment, and access to and treatment in the University program and activities. Complaints of invidious discrimination prohibited by University policy are to be resolved within existing University procedures.

C. For additional information on the equal opportunity, affirmative action, and harassment policies of the University, or information on Title IX, ADA, or 504, please contact: For the Urbana-Champaign campus: Associate Chancellor William Trent, Third Floor East, Swanlund Administration Building (MC-304), 601 East John Street, Champaign, IL 61820, (217) 333-4238; or Director Larine Cowan, 104 Swanlund Administration Building (MC-304), 601 East John Street, Champaign, IL 61820, (217) 333-0885.

2. University of Illinois Statement on Sexual Harassment

A. Definition: Sexual harassment is defined by law and includes any unwanted sexual gesture, physical contact, or statement that a reasonable person would find offensive, humiliating, or any interference with his or her required tasks or career opportunities at the University.

B. Policy: The University of Illinois will not tolerate sexual harassment of students or employees and will take action to provide remedies when such harassment is discovered. The University environment must be free of sexual harassment in work and study.
   1. In order to ensure that the University is free of sexual harassment, appropriate sanctions will be imposed on offenders in a case-by-case manner.
   2. The University will respond to every case of sexual harassment reported. For correct reporting procedures, see Rule 25.
   3. Incidents of alleged sexual abuse or sexual assault are included under Rule 11.E.2.

C. Statement on Consenting Sexual Relationships
   1. A romantic or sexual relationship between a teacher, teaching assistant, adviser, or similarly situated member of the faculty or staff and a student, or between a supervisor and an employee, is inadvisable even when both individuals apparently enter into the relationship willingly.
      a. The respect and trust accorded such individuals by a student, as well as the responsibility the teacher in particular exercises in giving praise, blame, grades, or recommendations for further study and future employment, may unduly influence the student's decision to begin or continue a romantic or sexual relationship.
      b. The responsibility a supervisor exercises with regard to praise, blame, salary, promotion, and job assignments likewise may unduly influence an employee's decision about such a relationship with a supervisor.
   2. Faculty and staff members therefore should avoid entering into romantic relationships with individuals over whom they have academic, professional, or supervisory responsibility even when it appears to be by mutual consent. They also are cautioned against assuming professional or supervisory responsibility for those with whom they have existing romantic relationships.
      a. **Because the very real possibility of undue influence exists in these situations, such relationships are inappropriate for faculty and staff members of the University of Illinois.**
      b. **Because of the unequal nature of such relationships, if a charge of sexual harassment is subsequently lodged, it may be difficult to establish innocence on grounds of mutual consent.**
   3. **When sexual harassment is found to have occurred, the University will vigorously pursue disciplinary action.**
   4. Despite these difficulties, supervisory or student-teacher relationships sometimes exist between husband and wife, or between the members of a couple, whether married or not. In the case of married couples, the University's regulations on the employment of relatives apply. These regulations may be found in the University *Statutes*, article IX, section 2; in the *Campus Administrative Manual*, section IX/A-3; in the *Academic Staff Handbook;* and in *Policy and Rules—Nonacademic*. Consulting these guidelines also may be useful in the case of other significant relationships.

3. University of Illinois at Urbana-Champaign Policy for Individuals with Acquired Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC), and/or HTLV III/LAV Antibody

A. It is the policy and practice of the University of Illinois at Urbana-Champaign to protect the public health on the campus and to respect the privacy rights and medical needs of individuals with infectious diseases. This dual concern applies to individuals with Acquired Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC), and/or HTLV III/LAV antibody.

B. In general, students, faculty, and staff with AIDS/ARC are expected to continue study or work in an unrestricted setting. This policy is based on current epidemiological data and may be modified as required by new scientific and medical information.

C. Specific recommendations concerning academic, employment, and extracurricular activities of individuals with AIDS/ARC at the University of Illinois at Urbana-Champaign are the responsibility of the director of the health service in consultation with the patient's primary physician (in the event the director of the health service is not a licensed physician, the authority and responsibility will be vested in the health service's director of clinical medicine).

D. The Health Service will be responsible for complying with current standards of medical practice and public health guidelines from recognized authorities (e.g., Centers for Disease Control, World Health Organization, etc.), for using appropriate community/University resources as needed, and for keeping abreast of pending legislation relevant to these diseases.

E. In addition to providing medical opinions and recommendations as outlined above, the Health Service is responsible for the following:
   1. Development and coordination of educational and counseling programs that respond to campus needs. Education is of paramount importance in the etiology and prevention of any disease.
   2. The arranging of HTLV III/LAV antibody screening upon request of University of Illinois students, faculty, and staff.
   3. Maintaining confidentiality of test results. Laboratory technicians, physicians, and other health care professionals will be trained in standard laboratory procedures that will protect them from possible exposure to HTLV III/LAV virus. All laboratory samples will be treated as possible HTLV lII/LAV positive materials.
   4. Reporting verified diagnoses of AIDS/ARC to the appropriate health authority. Identifying information will be provided only as required by law.

F. If modifications or restrictions of activities are warranted, procedures appropriate to the rights of the specific individual (student, nonacademic employee, faculty member, etc.) will be followed.

G. Individuals who have a confirmed diagnosis of AIDS, ARC, or HTLV lII/LAV antibody are expected to inform the campus Health Service, which will offer counseling and support services under these guidelines.

4. University of Illinois at Urbana-Champaign Policy for Accommodation and Provision of Auxiliary Aids for Students with Disabilities

The following guidelines state the manner in which special accommodation and auxiliary aids are provided to students with disabilities admitted to study at the University of Illinois at Urbana-Champaign. For the purpose of these guidelines, special "accommodation" and "auxiliary aids" refer to those provisions, services, and aids aimed at facilitating the higher education of qualified students with disabilities. Coordination of University's efforts in this area is through the Division of Rehabilitation-Education Services.

A. All requests for accommodation and auxiliary aids should be directed to the director of services for students with disabilities. Provision of accommodation and auxiliary aids will be based upon an individual student's need, University resources budgeted and available for the division each year, and existing academic requirements. Accommodation or aids that impose an undue hardship on the campus or that require modification of academic standards, programs, or course work may be declined. Determinations of the director of services for students with disabilities are appealable first to the director of the Division of Rehabilitation–Education Services and then to the dean of the College of Applied Life Studies.

B. In order to be considered for auxiliary aids or accommodation, the student must meet the following requirements:
   1. The student must complete and return to the division an Application for Services. Applications may be obtained from the division at 1207 South Oak Street, Champaign, IL 61820.
   2. The student must have a disability and submit current proof of the disability and, if requested, submit to any diagnostic procedures provided by the division.
   3. Where the requested accommodation requires special aid or service, the student must apply for and present proof of denial of funds, aid, or equipment by the State of Illinois Department of Rehabilitation Services, by the Veterans Administration, if a veteran, and by other agencies (public and private) providing such services.

C. To enhance the obtainment of aids or accommodation by the start of a semester, the student or prospective student who believes he or she will need assistance to participate in course work must complete and return the Application for Services to the division as soon as possible, preferably at least six (6) weeks before the first day of classes. Such notice will allow the applicant and the director of services for students with disabilities a reasonable period of time in which to determine whether the requested accommodation is necessary to permit the student to engage in the course work desired, to identify the resources for any necessary aid, and to ascertain whether the requirements of sections B.2 and .3 above have been fulfilled.

STUDENT RESPONSIBILITIES, CONDUCT, AND DISCIPLINE

5. Obligation of Students

A. Students are responsible for knowing and complying with the regulations of the University, their college, and the departments from which they take courses, and for fulfilling the requirements for a particular degree. Regulations applicable to given colleges may be obtained from the respective deans.

B. It is expected that students enrolled in the University will conduct themselves at all times in accordance with accepted principles of responsible citizenship and with due regard for the rights of others.

6. Certified Single Student Housing

A. Certified Single Student Housing
   1. All single undergraduate students except as specified in section 1.b below must, and graduate and professional students may, live in housing that has been certified by the dean of students or a designee. Certified housing is defined as being housing that meets the following criteria:
      a. The facilities are certified for compliance with municipal health and safety codes, municipal minimum housing standards, and the University of Illinois Housing Standards for Certified Single Student Housing (available from the Office of the Dean of Students' Housing Information Office).
      b. The property owner or a designated representative, who may be the head of the unit student government, shall be registered with the dean of students.
      c. The housing unit is operated in compliance with the University's policy regarding nondiscrimination.
      d. The housing unit is physically designed primarily for single individuals, as opposed to family occupancy; such housing units include University residence halls, fraternities, sororities, and privately owned residence halls and houses.
      e. Residence in the housing unit is restricted to University students, except when this provision is waived by the dean of students.
   2. The following categories of students are exempt from this requirement:
      a. Students living with parents or a legal guardian in the Champaign-Urbana area
      b. Single undergraduates who have reached an age or educational level established by the Board of Trustees (changes in this regulation may occur; students should consult the dean of students for current requirements)
      c. Single undergraduates who have been granted permission to live in noncertified housing by the dean of students or a designee
      d. Single undergraduates who have elected 8 or fewer credit hours during a regular academic semester
      e. Single undergraduates who occupy housing that they bring into or purchase in Champaign-Urbana

B. Self-Government
   1. The student government of each living unit, or in the absence of a student government the residents, may establish regulations concerning social conduct that are in keeping with fair requirements of the landlord or management. (See exception, section C.3 below.)
   2. For security reasons, each living unit may establish a time when all outside doors will be locked. Students in cooperation with the residence staff may establish mutually satisfactory plans to lock the house. Provisions must be made for admitting those residents or guests who come in when the house is locked.

C. Additional Regulations for Certified Housing
   1. Residents of certified housing units shall abide by University regulations and local, state, and federal laws with regard to the possession and use of alcoholic beverages, marijuana and controlled substances, and the possession of weapons. (See Rules 16 through 19.)
   2. All students shall comply with published University and municipal fire safety codes with special regard for emergency evacuation, fire and safety devices, and parties and decorations. Refer to the *Statement on Individual Rights*, section 4.B.
   3. Students living in certified housing may entertain guests in their living units subject to regulations established by the student government of the unit and approved by the dean of students or a designee.
   4. See Rule 7 on student living quarters.

7. Living Quarters of Students

A. All Students
Each registered student is responsible for maintaining in the Office of Admissions and Records the current addresses of his or her local residence and permanent home (or permanent mailing address) and the name and telephone number of another responsible adult the University can contact in the event the student is incapacitated. All changes should be reported immediately using the address maintenance feature in U of I Direct.

B. Undergraduate Students
All single undergraduate students must reside in certified housing for the entire academic year with the following exceptions:
   1. Those who are exempt by provisions of Rule 6, section A.2
   2. Those who have reached the required years of age by August 15 of the academic year
   3. Those who have completed the required semester hours by August 15 of the academic year (consult the Office of the dean of students for current requirements)

8. Health Requirements—All Students

A. Physical and Mental Health
Each student may be required to present evidence of satisfactory physical and mental health to the director of the McKinley Health Center at Urbana-Champaign. Each admitted applicant will receive a Student Health Report form, which he or she must use to report proof of immunity to certain vaccine-preventable diseases as defined by state law and required by University regulations, as well as any other pertinent medical data, to the director of the McKinley Health Center. A minor (under eighteen years of age by the time of registration) must submit the Student Health Report form with a parent's or guardian's written authorization for the student to receive treatment at McKinley Health Center. A student who fails to return the completed Student Health Report form by the date shown on the form and who fails to comply by the end of the first term of enrollment is prohibited

from subsequent enrollment in the University. Upon the advice of a McKinley Health Center physician, admission of a student may be denied until the student is cleared by the McKinley Health Center.

1. Students transferring from the University of Illinois at Chicago or at Springfield should request that their Student Health Report forms be transferred by the health center on that campus.
2. Military personnel may have their Student Health Report forms completed by a military physician.

B. Tuberculosis Control
All new and returning students are encouraged to present evidence of freedom from tuberculosis to the McKinley Health Center. All new international students are required to complete tuberculosis screening at the McKinley Health Center before completing registration. Evidence of freedom from tuberculosis is established by:

1. A negative tuberculin skin test performed within the last twelve (12) months by a health care provider in the United States, or
2. A negative tuberculin skin test performed at McKinley Health Center prior to registration.

A person who has a positive skin test is required to have a chest X-ray. A person with a known history of positive reaction to the tuberculosis skin test will not be retested, but will require a chest X-ray to show evidence of freedom from active tuberculosis. An individual who has had a chest X-ray performed within the previous twelve (12) months will not require an additional chest X-ray if the previous chest X-ray is obtainable and meets the University's chest X-ray standards. A student with a positive skin test must schedule an appointment in the Tuberculosis Screening Clinic at McKinley Health Center to review his or her health history.

9. Policy and Procedures for Involuntary Withdrawal of Students for Psychiatric Reasons

A. A student will be subject to withdrawal for psychiatric reasons if the director of the health service concludes, on the basis of clear and convincing evidence, that the student is suffering from a mental disorder, as defined by the current American Psychiatric Association diagnostic manual or its equivalent; and, further, that as a result of the mental disorder, the student engages or threatens to engage in behavior that:

1. poses a significant danger of causing harm to the student or to others, or
2. substantially impedes the lawful activities of other members of the campus community.

B. Whenever a student refuses to be withdrawn by the director, as provided above, the matter may be referred to the dean of students. The dean, or designee, may then implement an interim, mandatory psychiatric withdrawal (the equivalent of an immediate suspension) if the dean determines that the student is suffering from a mental disorder, and if the student's behavior either poses a significant danger of causing harm to the student or to others or substantially impedes the lawful activities of other members of the campus community.

C. A student withdrawn on an interim basis shall be given an opportunity to appear before the dean within 36 hours from the date of the interim withdrawal to discuss the following issues:

1. the reliability of the information concerning the student's behavior; and/or
2. whether the student's behavior poses a significant danger of causing harm to self or others, or substantially impedes the lawful activities of other members of the campus community.

D. In the event a student disagrees with the decision of either the director (for psychiatric withdrawal) or the dean (for an interim psychiatric withdrawal), the student shall make a written request to the vice-chancellor for student affairs for an informal proceeding. Such proceeding will be held within seven class days after the student has been evaluated as having to be withdrawn involuntarily from the campus. The student will remain withdrawn on an interim basis pending completion of the proceeding.

E. The informal proceeding will be convened by the vice-chancellor or designee. The student will be provided an opportunity to examine the psychiatric or other evaluations and to discuss them. The student may be assisted by a member of the faculty, by a mental health professional of his or her own choice, or by other appropriate counsel. The student may request and shall receive a precise statement of the reasons for any decision requiring withdrawal on psychiatric grounds.

F. The vice-chancellor also may require the student to be seen by a mental health professional not on the staff of the University of Illinois. A student who does not complete this mandatory evaluation may be withdrawn automatically from the University or be subject to further disciplinary action, including suspension or expulsion from the University.

G. At the conclusion of the proceeding, the vice-chancellor for student affairs shall determine whether to uphold the withdrawal or to reinstate the student. The decision of the vice-chancellor shall be final.

H. When a student is withdrawn for psychiatric reasons, the withdrawal will remain in effect until such time as the student adequately demonstrates that the problems that caused the withdrawal are no longer in existence. Upon being withdrawn, the student may no longer attend classes, may no longer use University facilities, must vacate University housing, and will be entitled to whatever refunds of tuition, fees, and room and board charges as would be appropriate given the timing of the withdrawal. (See Rule 58.)

I. As a general principle, the regular student discipline system and its policies and practices are preferred in the adjudication of serious instances of misconduct, without regard to whether there might be a mental disorder present. The procedures and specifications given in this rule are to be employed in those extraordinary situations in which, in the judgment of the appropriate administrative officers, the regular student conduct system is not applicable or cannot be applied.

10. Students in Debt to the University

A. A monetary penalty of $15 is assessed the student for each check he or she presents to the University that is returned by the bank to the Office of Student Accounts and Cashiering for insufficient funds or other reasons. Check-cashing privileges may be suspended when more than one check is returned to the University. Additional penalties, including dismissal from the University, may be imposed on students who permit their University accounts to become delinquent or who issue checks that are returned to the University unpaid. (See Rule 11.)

B. At any point in the semester, a student who has a delinquent account exceeding the dollar limitation may be denied charging privileges. A student who is in debt to the University at the end of any academic term shall not be permitted to register in the University again and shall not be entitled to receive his or her diploma or an official statement or transcript of credits until the indebtedness has been paid or suitable arrangements for payment have been made unless there is pending a bankruptcy petition of the student seeking a discharge of all such indebtedness or all such indebtedness has been discharged. (See Rules 57 and 58.)

11. Bases for Discipline at Urbana-Champaign—All Students

A. By authority of the Board of Trustees, the Urbana-Champaign Senate Committee on Student Discipline is responsible for the administration of student discipline for acts involving the violation of campus or University regulations. These regulations are formulated by a variety of sources, including, but not limited to, the Conference on Conduct Governance, the senate, the chancellor, the president, and the Board of Trustees.

B. It is in the best interest of the University of Illinois and all persons who are students or who may desire to become students at the Urbana-Champaign campus that the bases for discipline at this campus be clearly defined. The University discipline system recognizes that not all violations of local,

state, and federal law affect the interests of the University community, and the discipline system accepts jurisdiction only in those instances in which the University community's interest is substantially affected. All members of the University community are expected to observe high standards of integrity and ethical behavior. The University discipline system may take action only upon the following bases:

1. Students Currently Enrolled
   a. All actions that occur on University premises or property and that result in the violation of local, state, or federal law or Board of Trustees' action or any University rule of conduct.
   b. All actions that violate any of the laws or regulations cited in section a above and that substantially affect the University community's interest, even though such actions do not occur on University premises or property.
   c. All cases referred to the discipline system following summary suspension by the chancellor.
   d. Academic violations.
   e. Appeals and referrals from student judiciaries arising from violations of regulations.
   f. Violations of University vehicle or bicycle regulations.
2. Student Organizations
   The actions of a student organization in University-approved activities or University-sponsored activities that are in violation of University regulations for organizations may result in disciplinary action against that organization.
3. Applicants for Admission
   The University reserves the right to deny admission to any person because of previous misconduct that may substantially affect the interest of the University, or to admit such a person on an appropriate disciplinary status. The admission of such a person will not be approved or denied until the case has been heard by the appropriate disciplinary committee. (This applies to a person not now enrolled in the University who might apply for admission, or to a person who has preenrolled whether or not the applicant has paid a deposit.) A favorable action of the appropriate disciplinary committee does not abrogate the right of any dean or director to deny admission on the basis of scholarship. (See Rule 14.)
4. Withholding Authority to Register
   The University reserves the right to withhold authority to register to any student or former student because of previous misconduct that may substantially affect the interests of the University or to assign appropriate disciplinary status to the student or former student. Permission to register will not be approved or denied until the case has been heard by the appropriate disciplinary committee. A favorable action by the appropriate disciplinary committee does not abrogate the right of any dean or director to deny the authority to register on the basis of scholarship. (See Rule 14.)

C. Students admitted to or enrolled in the Graduate College or any of the professional schools or colleges are subject to the conduct regulations of those units. Regulations will be available in printed form to those students.

D. The Senate Committee on Student Discipline has the right to withhold privileges of the academic community, including the conferral of the degree itself, at any point prior to the conferral of the degree. In instances in which dismissal is a possibility for disciplinary infractions, the conferral of the degree is withheld until the disciplinary action has been resolved. (See Rules 48 and 75 through 78.)

E. Rules of Conduct Applicable to All Students
Students enrolling in the University of Illinois assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution and suitable to members of the academic community. Conduct for which students are subject to discipline includes, but is not limited to, the following:

1. Physical abuse, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of any person, or creates in such person a reasonable fear that such a result will occur.
2. Sexual misconduct: any sexual activity that does not involve the knowing consent of each individual, expressed verbally or otherwise; this behavior includes but is not limited to:
   a. Any form of sexual penetration when the victim does not give or is unable to give knowing consent.
   b. Any intentional or knowing touching or fondling by either person, directly or through clothing, of the sex organs, buttocks, or breasts of either person for the purpose of sexual gratification or arousal of either person in which the victim does not give or is unable to give consent.
   c. Any force, restraint, home invasion, or illegal trespass, actual or threatened, with sexual intent; indecent exposure; sexual harassment; or use of mail, telephone, or other message systems to send obscene or intimidating materials that are unwelcome to the recipient.
3. Hazing, defined as an act that endangers the mental or physical health or safety of any person, or that defaces, destroys, or removes public or private property for the purpose of initiation into, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
4. The use of force or violence, actual or threatened, to willfully deny, impede, obstruct, impair, or interfere with any of the following:
   a. The freedom of movement of any member or guest of the University on property or facilities owned or controlled by the University.
   b. The use of the property or facilities owned or controlled by the University.
   c. Entering or leaving property or facilities owned or controlled by the University.
   d. The performance of institutional duties by a member of the University.
5. The use of force or violence, actual or threatened, to knowingly occupy or remain in or at any property or facility owned or controlled by the University after receiving due notice to depart.
6. Any conduct that substantially threatens or interferes with the maintenance of appropriate order and discipline in the operation of the University. Without excluding other situations, examples include shouting, noise making, obstruction, and other disruptive actions designed or intended to interfere with or prevent meetings, assemblies, classes, or other scheduled or routine University operations or activities.
7. Inciting, aiding, or encouraging others to engage in a disruptive or coercive action.
8. Failure to comply with directions of a member or agent of the University acting in the performance of her or his duty in connection with a potential or actual disorder.
9. Participation in a disruptive or coercive demonstration. A demonstration is disruptive or coercive if it substantially impedes University operations, substantially interferes with the rights of others, or takes place on premises or at times where students are not authorized to be. There is no requirement that University authorities order students to cease participation in a disruptive or coercive demonstration.
10. Theft of, defacement of, or damage to property or facilities owned or controlled by the University or by a member or guest of the University.
11. Unauthorized possession, duplication, or use of keys to any University premises, or unauthorized entry to or use of University premises.
12. Abuse of computers, including, but not limited to:
    a. Unauthorized entry into a file for any purpose.
    b. Unauthorized transfer of a file.
    c. Unauthorized use of another individual's identification, account, or password.
    d. Use of computing facilities knowingly to disrupt the work of another student, faculty member, or University official.
    e. Use of computing facilities to send obscene or intimidating messages that are unwelcome to the recipient.

f. Use of computing facilities knowingly to disrupt normal operation of the University computing system.

13. Abuse of the University disciplinary system including, but not limited to:
    a. Failure to obey the directive of a disciplinary body or University officials in performance of their duties.
    b. Knowing falsification, distortion, or misrepresentation of information before a disciplinary body.
    c. Deliberate disruption or interference with the orderly conduct of a disciplinary proceeding.
    d. Knowingly initiating a disciplinary proceeding without cause.
    e. Use of threats, coercion, or intimidation to discourage an individual's proper participation in, or use of, the disciplinary system.
    f. Attempting to influence the impartiality of a member of a disciplinary body prior to, or during the course of, the disciplinary proceeding.
    g. Harassment or intimidation of any participant in the disciplinary system.
    h. Failure to comply with the sanction(s) imposed under the *Code*.
    i. Inciting or attempting to incite another person to commit an abuse of the disciplinary system.
14. Violation of published University policies, rules, or regulations.

12. Dismissed Students— All Students

Students dismissed from the University for disciplinary reasons may be excluded from University classes, activities, facilities, buildings, and/or premises by the appropriate disciplinary authority. The same exclusions may be applied by the chancellor in exercising the power to suspend students. (See Rule 58 on refunds.)

13. Rules of Conduct Applicable to All Students Concerning Disruptive and Coercive Action

The chancellor, in consultation with the president, will place into effect regulations, procedures, or measures deemed necessary or appropriate to meet an emergency, to safeguard persons and property, and to maintain educational activities. Examples of emergency measures include the imposition of curfew or other crowd-control measures, and the imposition of interim suspension upon any student where there is reasonable cause to believe the student has engaged in any disruptive or coercive act. Those placed on interim suspension shall be given prompt notice of charges and the opportunity of a prompt hearing.

The chancellor, in consultation with the president, will institute and implement the necessary procedures for referral of such cases to the appropriate disciplinary processes. Disciplinary procedures may be invoked for violation of University or campus regulations, whether or not such violations are also violations of law, and whether or not proceedings are or have been pending in the courts involving the same acts.

14. Falsification of Documents—All Students

A. Any student who, for purposes of fraud or misrepresentation, falsifies, forges, defaces, alters, or mutilates in any manner any official University document or representation thereof may be subject to discipline. Some examples of official documents are identification cards, program requests, change slips, receipts, transcripts of credits, library documents, petitions for reclassification of residency status, etc.

B. Any applicant who withholds information pertinent to the admissions decision or gives false information while making application for admission to the University of Illinois at Urbana-Champaign will be declared ineligible for admission to the University. In cases discovered after admission has occurred but prior to initial registration, the admission will be canceled. If the falsification led to admission that would not have been granted based on the person's academic record, the student enrolled will have his or her registration canceled. The appropriate action will be invoked by the director of admissions and records and the dean of the college involved. Cases in which admission or registration cancellation is contested in writing by the applicant or student within ten working days after notification will be reviewed by the vice-chancellor for academic affairs or a designee.

   If, however, the person would have been admissible based on his or her true record, the registered student will be referred for possible disciplinary action, including dismissal, to the Senate Committee on Student Discipline. (See Rule 11.)

C. Any student who knowingly withholds information or gives false information in any document or materials submitted to any member or agent of the University may be subject to discipline. (See Illinois Revised *Statutes*, chapter 38, section 17-3, regarding the criminal offense of forgery.)

15. Identification Cards—All Students

A. Each new student is issued a photo identification card, which must be retained by the student while he or she is registered at the University. The ID card remains the property of the University.

B. Any person who alters or intentionally mutilates a University ID card, or who uses the ID card of another or allows his or her ID card to be used by another, may be subject to discipline. (See Rule 14.)

C. The University ID card must be presented for identification purposes at the request of an agent of the University when the agent is acting in the performance of his or her supervisory or security function (for example, examination proctor, University police officer, residence hall director or adviser, gymnasium supervisor, ticket takers, ushers). Any student refusing to provide the University ID card when requested by an agent of the University may be subject to discipline.

D. An ID card may be confiscated by an agent of the University when acting in the performance of his or her duties if:
    1. the ID card is in the possession of an individual other than the one to whom the ID was issued and that individual attempts to use the card to represent himself or herself as a duly registered student, or
    2. the ID card is presented by the individual to whom it was issued but is not valid for the term of registration at the time and the individual attempts to represent himself or herself as a duly registered student.

E. You have the option to use your ID card as a University charge card, so it is important that you keep it secure. If you cannot find your ID card, go to the Campus ID Center immediately and complete a Lost/Stolen Property Report. Until then, you may be liable for unauthorized use of your ID card. That liability is limited to $50 and ends once you have completed the report.

F. A charge is made for replacing each lost, mutilated, confiscated, or stolen student ID card.

16. Policy on Drugs—All Students

A. The University seeks to inform all students about drugs and their effects. To this end, it is the policy on this campus to provide educational programs and counseling[1] to drug users and those affected by the drug use of others, to discourage illicit drug use, to eliminate dealing in or providing of illegal drugs, and to uphold the law in these matters. Drugs include controlled substances, alcohol, and substances that may be detrimental to health, *even though not subject to state and federal laws*.

B. The illegal possession, use, distribution, sale, making or manufacture of drugs by a University student raises the question of a student's fitness to continue at the University of Illinois. University disciplinary action may be initiated for any of the aforementioned activities.

C. Rules 17 and 18 also cover Alcoholic Beverages and Smoking.

[1]Various local agencies on campus can provide help. These include the Counseling Center, Second Floor, Turner Student Services Building, 610 East John Street, Champaign, IL 61820, (217) 333-3704, and the Health Education Department, Drug and Alcohol Educator, McKinley Health Center, 1109 South Lincoln Avenue, Urbana, IL 61801, (217) 333-2816.

17. Alcoholic Beverages

A. No persons under the age of twenty-one may store, possess, or consume alcoholic beverages on any property under the control of the University of Illinois, including certified housing.

B. Persons *twenty-one years of age or older* may not possess or consume alcoholic beverages on any property under the control of the University *other than in Willard Airport, the Levis Faculty Center,* and *such areas or at such functions* specifically designated *or* approved by the dean or director of the appropriate academic or administrative unit.

C. Possession and consumption of alcoholic beverages in student housing is governed as follows:
   1. University Residence Halls: Persons *twenty-one years of age or older* may possess and consume alcoholic beverages in their rooms. No alcoholic beverages are permitted in public areas.
   2. University Married Student or Graduate Housing: The personal possession and consumption of alcoholic beverages by persons *twenty-one years of age or older* is permitted.
   3. Certified Housing: Persons *twenty-one years of age or older* living in privately owned and/or operated certified housing, including fraternities and sororities, must abide by the decision of the owner-operator with regard to consumption of alcoholic beverages. Total prohibition may be imposed.

D. When the consumption of alcoholic beverages results in disruptive activities, persons may be referred to the appropriate disciplinary authority.

18. Smoking Policy

The University of Illinois at Urbana-Champaign desires to achieve a public environment as close to smoke-free as practicable. Achieving this goal will require the willingness, understanding, and patience of all members of the campus community working together. *As a general rule, preferential consideration shall be given to nonsmokers whenever it is clear that they are being exposed involuntarily to smoke.* The following guidelines, which will be reviewed and updated from time to time, are designed to achieve this goal.

A. Guidelines
   1. Smoking is prohibited in indoor locations where smokers and nonsmokers occupy the same area. Such areas include the following:
      a. Academic areas: classrooms, lecture halls, seminar rooms, laboratories, libraries, and computing facilities
      b. Conference rooms, auditoriums, exhibition areas, indoor athletic facilities, theaters, and retail sales areas
      c. Office reception areas and customer service areas; all offices with multiple occupants in which one or more occupants is a nonsmoker
      d. Health facilities
      e. Common/public areas, including stairwells, elevators, escalators, lobbies, hallways, tunnels, waiting rooms, and restrooms
      f. University buses and airplanes
   2. Smoking is also prohibited in the following areas for fire and safety reasons:
      a. Storage rooms
      b. Rooms containing flammable liquids, toxic chemicals, radioactive chemicals, or biohazards
      c. Any area where receptacles for discarding smoking materials are not provided
      d. Any other area in which a fire or safety risk exists
   3. Unit heads, or their designees, may establish certain locations as "Smoking Permitted."
      a. Up to one-third of dining spaces, large lounges, and other large open spaces may be designated as "Smoking Permitted" as long as ventilation is adequate. However, smoking of cigars and pipes in dining rooms is prohibited.
      b. Private offices or multiple occupant offices in which all occupants smoke may be designated as "Smoking Permitted" provided that these areas have floor-to-ceiling walls or partitions and that ventilation is adequate, air is not recirculated to other parts of the building through the heating and cooling system, and nonsmokers in adjacent areas are not exposed to secondhand or side-stream smoke.

B. Implementation
   1. Unit heads, or their designees, have the following responsibilities with respect to this policy:
      a. Ensuring that the policy is communicated to everyone within their jurisdiction and to all new staff members
      b. Approving and designating "Smoking Permitted" areas (it may not be possible to identify suitable smoking spaces in all buildings)
      c. Implementing the policy and guidelines and ensuring that appropriate notice is provided
   2. Some buildings house more than one unit. In such circumstances, the unit heads (or their designees) should work together to identify "Smoking Permitted" areas and to implement other aspects of this policy.

C. Enforcements
   1. This policy relies on the thoughtfulness, consideration, and cooperation of smokers and nonsmokers for its success. It is the responsibility of all members of the campus community to observe the provisions of these guidelines and to direct those who choose to smoke to designated "Smoking Permitted" areas.
   2. Complaints or concerns regarding this policy or disputes regarding its implementation should be referred to the unit head for resolution. Appeals should be addressed to the unit head's immediate supervisor.
   3. It is impossible to develop guidelines to embrace all the special circumstances that may occur. The campus ombudsman should be contacted for help in clarifying this policy.
   4. This policy does not supersede more restrictive policies that may be in force in compliance with federal, state, or local laws and ordinances.

D. Units not affected immediately by this policy are the Krannert Center for the Performing Arts, the Assembly Hall, and the Housing Division. Since these units present special problems in terms of accommodating smokers and nonsmokers, they have been granted additional time to develop guidelines.

19. Possession of Weapons

A. Definition
   1. Illinois Revised *Statutes*, Ch. 38, 21-6, "Criminal Code 1961," makes it a crime to possess or store on property "supported in whole or in part with State funds or Federal funds administered or granted through State agencies" any weapon "without prior written permission from the Chief Security Officer for such land or building." Under this *Statute*, weapon is defined as including "pistol, revolver, rifle, spring gun, shotgun, or any other firearms, bludgeon, black-jack, slingshot, sandclub, sandbag, metal knuckles, dagger, dirk, billy, switchblade knife, stiletto, any bomb, bombshell, grenade, bottle or other container containing an explosive, or any other deadly or dangerous weapon or instrument of like character." The University considers souvenirs and weapons that have been rendered permanently inoperative to fall within this law.
   2. For the purpose of implementing the provisions of this *Statute*, the chief security officer for the Urbana-Champaign campus and all properties administered under the auspices of the Urbana-Champaign campus has issued a statement of regulations and procedures. Inquiries about the weapons policy should be directed to the chief security officer.

B. Possession Regulations
   1. Before written permission is granted, the registration procedure outlined by the chief security officer must be complied with. The weapon must be shown to the chief security officer's designee (the University Police) and described in detail in the written permit issued.
   2. Permission will not be granted to possess or store any weapon where possession would be in violation of the laws of the state of Illinois or the regulations of the

University of Illinois. Generally, permission will not be granted to possess or store any bludgeon, black-jack, slingshot, sandclub, sandbag, metal knuckles, dagger, dirk, billy, switchblade, stiletto, any bomb, bombshell, grenade, bottle, or other container containing an explosive, or any BB or pellet rifles and pistols.

3. Permission to possess guns will be restricted generally to those used only for hunting or for practice or competition on a firing range. *Certain exceptions, as in the case of families living on University property, may be made in accordance with Rule 19.B.1.*
4. Permission to store or possess any firearm will generally be granted only for possession and storage in the specific area designated by the University as a weapon storage area, the firing range, or in the living quarters of families maintaining households on University property and for the necessary travel to and from any such area. Permission generally will not be granted to possess or store any firearm in any dormitory, classroom building, or recreation facility of the University (except the Armory).
5. Registration in any course in which weapons are used in connection with the course shall constitute written permission for students to use any University-owned or -controlled weapon in connection with the course.

C. Registration and Storage Procedure
Weapons must be registered and stored as follows:

1. Authorized weapons must be registered at the University Police Station, 101 North Mathews Avenue, Urbana, Illinois, between the hours of 9:00 a.m. and 3:00 p.m., Monday through Friday, or as prescribed by the chief security officer or his designee. Registration shall include the name, campus address, social security number, and State of Illinois Firearm Owner's Identification Number of the possessor of the weapon and the serial number and description of the weapon. The registrant must present his or her Firearm Owner's Identification Card and the weapon at registration. Prior permission is not required for necessary travel for this purpose. (If the possessor does not have a State of Illinois Firearm Owner's Identification Card, he or she may store the weapon in accordance with the procedures and obtain such a card while the weapon is in storage.)
2. Guns and ammunition will be stored in the location designated by the University Police at the time of registration. Rifle and handgun ammunition stored in University storage areas must be nonjacketed, target type. All guns and ammunition transported on campus and placed in storage must be in cases or boxes. An identification tag or label must be placed on each case or box by the registrant. The identification tag or label will include the registrant's name and social security number.
3. A log will be maintained by the custodians of the various gun storage facilities, and the weapon and ammunition will be logged in and out by the custodian. The registrant must show his or her Firearm Owner's Identification Card with picture to the custodian when checking out his or her gun. Registrants may be required to furnish padlocks for use in securing weapons within storage facilities.

20. Unauthorized Use, Abuse, or Interference with Fire Protection Equipment, Firefighting Personnel, or Warning Devices

A. The unauthorized use, abuse, or interference with fire protection equipment, firefighting personnel, or warning devices may result in death, injury, or substantial property damage. It is critically important that all fire protection equipment be in its place and in proper working condition if the safety and welfare of the members of the University community are to be assured.

B. It is a violation of Illinois Criminal Law to willfully or maliciously cut, injury, damage, tamper with, or destroy any fire hydrant, fire hose, fire engine, or other public or private firefighting equipment or any apparatus pertaining to such equipment or firefighting personnel, or to intentionally open any fire hydrant without proper authorization. It is also a violation of Illinois Criminal Law to knowingly, without authorization, damage any property supported in whole or in part with state funds or federal funds administered or granted through a state agency. Other Illinois laws may also relate to the unauthorized use, abuse, or interference with fire protection equipment or warning devices.

C. A violation of any federal, state, or local law concerning fire protection equipment or firefighting personnel may result in suspension or dismissal from the University.

21. Picketing

A. The right of peaceful protest is recognized within the University community. Lawful picketing and other forms of peaceful protest are permitted on University premises except that lawful picketing is permitted only out-of-doors. The University retains the right to ensure the safety of individuals, the protection of property, and the continuity of the educational process.

B. Specifically, pickets shall not:

1. obstruct vehicular and pedestrian traffic,
2. physically obstruct persons from entering or leaving the premises being picketed, nor use violence or threats of violence to prevent them from doing so,
3. intentionally disrupt classes or any University process through noise or other means, or
4. knowingly damage any University property or premises.

22. Solicitation and Commercial Activity in University Residence Halls—Students, Staff, and General Public (Also see Rule 103; the *General Rules Concerning University Organization and Procedure*, article V; and *Campus Administrative Manual*, section VIII-1)

Solicitation or commercial activity is prohibited in University Residence Halls except under the following conditions:

A. General Conditions for Canvassing

1. Canvassers shall refrain from littering.
2. Canvassers shall conform with visitation regulations.
3. Canvassing may take place only between the hours of 2:00 and 10:00 p.m.
4. Canvassing is prohibited in dining rooms and meal lines, i.e., lines formed after entering a dining room.
5. In cases where door-to-door canvassing is permitted, the following additional rules are in effect:
   a. Canvassers shall not attempt to contact students who have a sign outside of their room that indicates no canvassing is permitted. For other rooms, canvassers shall knock on the resident's door, identify themselves, state their purpose for being on the floor, and show their permit.
   b. Canvassers shall immediately honor a student's request to leave the room or doorway. If roommates disagree about permitting canvassing, no canvassing shall take place in that room.
   c. Canvassers are prohibited from using amplifying devices, or engaging in discussions in the corridor that disturb the peace of the floor.
6. Violation of these conditions of section A.5 above is cause for revocation of permission to canvass.

B. Political Canvassing

1. Door-to-door political canvassing is guaranteed in University housing subject to the General Conditions for Canvassing as well as door-to-door rules. In addition, political canvassers shall not solicit contributions or attempt to sell, or advertise for purposes of sale, any item. The sole purpose of the canvassing shall be one of the following:
   a. To register voters
   b. To solicit signatures on a petition for purposes of legally qualifying an individual as a candidate[1]
   c. To campaign for a political candidate for a municipal, township, school or other special district, county, statewide, or national election

[1]Definition. Candidate—a person who has petitioned or been nominated as provided in the Illinois Revised *Statutes*, or has given consent to be considered as a write-in candidate.

d. To present information (1) related to any amendment to the State of Illinois Constitution being presented for voter decision at a general election, or any amendment to the United States Constitution being presented for Illinois legislative decision; or (2) concerned with a public issue to be decided by a scheduled referendum in the governmental unit.

2. All canvassers shall register before canvassing. A canvassing permit will be issued if the applicant has completed the registration form, has not had a permit revoked in the last nine months, and agrees to abide by the general conditions for canvassing. Canvassers must first register in the Office of the Dean of Students (301 Turner Student Services Building). Secondly, canvassers must register with each housing unit. Information regarding who to contact within each unit may be obtained at registration with the Office of Campus Regulations.
3. Canvassers campaigning for candidates wishing to schedule a meeting with a group of residents in public areas must obtain permission to canvass in University Residence Halls from the hall student government or its duly authorized representative. The hall student government may impose limitations concerning time, location, and methods of canvassing. The hall student government must follow procedures to reserve space with the appropriate housing authority of that unit.

C. Canvassing for Student Elections
Canvassers campaigning for candidates for the Student Government Association, the Urbana-Champaign Senate, student trustee, other offices for which students are the sole electorate, or student referenda must obtain permission to canvass in University Residence Halls from the student government of that unit or its duly authorized representative(s). If permission is granted, canvassers for all candidates in a given election will have equal access. The student government may impose limitations concerning time, location, and methods of canvassing.

D. Mailbox Policy
Distribution of political literature in mailboxes of University Residence Halls for the purposes defined under section B.1.d above shall be guaranteed provided arrangements are made with the individual hall offices. Other literature may be distributed in accordance with the solicitation policy of each hall.

23. Pets and Animals on University Property

A. All dogs must be leashed and under the control of an individual. Except for seeing-eye dogs, all dogs that are unleashed, or unattended if leashed, on University property are subject to impoundment.

B. Dogs on a leash and under the control of an individual are permitted on University grounds but are not permitted within University buildings. A loose dog trailing a leash, or one tied to a fixed object, is not under the control of an individual.

C. Except for seeing-eye dogs and animals in use in University laboratories or in veterinary clinics for official research, classroom, or observation purposes, dogs and other pets are not permitted within a University-owned or -leased building. Any dog found within a University-owned or -leased building may be impounded.

D. Impounded dogs or other pets may be reclaimed by the owner upon the payment in full of all costs incurred as a result of the impoundment, including any veterinary expenses. The Champaign County Humane Society and the Urbana Canine Control Officer are agencies designated by the University for pick-up and impoundment of pets found in University buildings or on the campus. (On occasion, the University Police may keep an impounded dog at the Small Animal Clinic on a temporary basis.)

E. The owners of impounded dogs with identification or registration tags will be notified, if possible. Owners of dogs that are without means of identification may inquire at the University Police Station for information regarding impoundments.

F. State of Illinois regulations require owners or managers of public food-service establishments to exclude dogs, cats, and other animal pets, except fish in aquariums, from such premises. Seeing-eye dogs are excepted. When such pets are found in a University food-service area, they will be impounded.

G. Those persons who have a concern about a particular dog should contact 9-911; persons who wish to inquire about a dog that may have been impounded should call the University Police Station, 333-8911. Persons with questions regarding the implementation of this policy should call the Office of the Associate Vice-Chancellor for Administration and Human Resources, 244-4457.

PROCEDURES FOR GRIEVANCES AND COMPLAINTS

24. Grievance Procedures in Matters of Religious Beliefs, Observances, and Practices

Any student may appeal in writing an instructor's adverse decision to a request based on religious beliefs, observances, and practices to the dean of his or her college or to the director or dean of his or her school or institute (if such school or institute is organized as a separate unit). Before taking action, the dean or director should request that the instructor explain his or her denial in writing.

25. Policy and Procedures for Addressing Discrimination and Harassment

Introduction
The University of Illinois at Urbana-Champaign is committed to providing prompt and effective resolution of incidents of discrimination or harassment by University employees.[1] The procedures described in this document apply when the person who complains is a student, an academic professional, or a faculty member. Civil Service employees with grievances are covered by a different system. This policy covers discrimination or harassment based on race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, disability, unfavorable discharge from the military, or status as a disabled veteran or veteran of the Vietnam era, or other forms of invidious discrimination. This formal grievance procedure cannot be invoked by respondents in harassment or discrimination complaints.[2]

University administrators are responsible for correcting any acts of discrimination and harassment committed by employees who report to them and for taking steps to prevent the recurrence of such acts. The University encourages informal resolutions of discrimination complaints as close to the source as possible. If disciplinary action is warranted, discipline will be imposed in accordance with applicable University statutes and relevant University rules and regulations. Reprisals against any person participating in this process will not be tolerated.

A. Applicability of Policy
1. The procedures contained in this policy will be used for all complaints and grievances of discrimination and harassment in violation of the University's nondiscrimination policy. This nondiscrimination policy is also contained in the *Academic Staff Handbook*. Copies of the policy may be obtained from the Office of Affirmative Action.
2. The complaint and grievance procedures contained in this policy may not be invoked by staff employees covered by the Civil Service System. These staff employees shall have exclusive recourse through the nondiscrimination grievance procedures contained in *Policy and Rules—Nonacademic*. *Policy and Rules—Nonacademic*, however, shall not supersede applicable University statutes and policies concerning imposition of discipline.

[1] This policy applies to discriminatory conduct by University employees. Discriminatory behavior by students of the University outside of any employment relationship is not covered by this policy, but may be subject to discipline under the *Code on Campus Affairs*.

[2] A grievant or a respondent who believes this process is resulting in unfair treatment or an unfair judgment may consult with the Faculty Advisory Committee or the Professional Advisory Committee at any time.

B. Filing a Complaint and Seeking Conciliation
   1. Students or employees who believe they have been discriminated against or harassed by a University employee have two options for initiating action: they may go to the *executive officer* in charge of the unit employing the person whose behavior is at issue, or they may go to one of the *intake persons (IPs)* designated by the provost and vice-chancellor for academic affairs for this purpose. The names and telephone numbers of IPs are available from the Office of Affirmative Action, the ombuds officer, and the Office of the Dean of Students. To allow adequate time for mediation, this contact should if possible be made within 120 calendar days following the last occurrence of the behavior that is the subject of the complaint.
   2. An IP who receives a complaint will notify the executive officer of the unit where the accused works. Likewise, an executive officer who receives a complaint will notify the IP. The IP, the executive officer, and the complainant are expected to work together to seek an informal resolution of the complaint, unless they agree that this attempt would be harmful to the complainant. The IP will begin a file by completing the Complaint Information Form and interviewing appropriate parties and witnesses (at a minimum, the complainant and the respondent).
   3. The IP and the executive officer will attempt to develop a resolution that is acceptable to the complainant and the respondent within 30 calendar days of the date when the complaint was filed. If a case reaches this point without resolution, the provost and vice-chancellor for academic affairs will designate a grievance officer to oversee the remainder of the process. This individual may not be a member of the grievant's or the respondent's unit. The IP, in consultation with the executive officer, may request one 30-day extension for good cause from the designated grievance officer. If an extension is requested, the IP should inform the complainant. If a resolution is not reached, the IP, in consultation with the executive officer, will prepare a report of findings and send a copy to the complainant and respondent, each of whom may file a written response with the IP, which will become part of the file.
   4. This policy does not preclude the executive officer from implementing appropriate corrective action, if warranted, to stop the behavior at issue, even if an agreed-upon resolution is not achieved. Such corrective action shall not be taken as prima facie evidence that discrimination or harassment has taken place.

C. Grievance Procedures
   1. Initial Steps
      a. A complainant who is not satisfied with the conciliation process may file a formal grievance no later than 180 days after the last occurrence of the behavior that is the subject of the grievance.[3] By doing so, the complainant becomes a grievant. The formal grievance may be filed with the executive officer or with the designated grievance officer. The officer who receives the grievance will inform the other promptly, and the grievance officer will request the file from the IP. The file will include a Verification Form, signed by the IP, that indicates the dates on which the complaint was received and closed. This form will accompany the grievance through each stage of the process.
      b. The grievance must be in writing and must contain specific information of the event(s) leading to the grievance (date, time, place, type or form of discrimination, nature of event, witnesses, informal efforts undertaken) and may specify redress sought.
   2. The Inquiry
      a. The designated grievance officer will inform both the grievant and respondent of the procedures to be followed and will offer to meet with each of them. The grievance officer will provide the respondent with a copy of the grievance.
      b. The grievance officer will conduct interviews, gather information, and, in consultation with the executive officer, decide what corrective actions, if any, are warranted. The grievance officer will convey this decision to both grievant and respondent *within 30 calendar days* of receipt of the grievance. The grievance officer will then complete the "Grievance" section of the Verification Form and send it with a report of the outcome of the investigation to appropriate individuals, including but not limited to grievant; respondent; respondent's executive officer and dean; and director of Affirmative Action.
   3. Appeal of the Grievance Officer's Decision
      a. Within 21 calendar days of receipt of the grievance officer's decision, the grievant may file an appeal in writing with the vice-chancellor[4] in the respondent's reporting chain, stating specific grounds for the appeal. The vice-chancellor will send the Verification Form and a copy of the appeal to the Office of Affirmative Action.
      b. The vice-chancellor (or designee) will issue a final decision *within 30 calendar days* of the appeal, after appropriate consultation and review. The decision will be in writing, with copies to appropriate parties, including but not limited to grievant; respondent; respondent's executive officer and dean; designated grievance officer; and director of Affirmative Action.
   4. Review on Procedural Grounds
      a. An appeal of the vice-chancellor's decision may be made to the chancellor in writing *within 21 calendar days* of the appeal decision. Unless there is a compelling reason to the contrary, the chancellor's decision will be on procedural grounds only.
      b. The chancellor will make the final decision in writing *within 30 calendar days*, with copies to appropriate parties. The copy to the director of Affirmative Action will be accompanied by the completed Verification Form.

D. General Information
   1. Administration
      a. The chancellor, for good cause, may extend any of the time periods and make other reasonable alterations of the procedures.
      b. If a grievance is upheld and sanctions are warranted, the chancellor (or designee) will proceed in accordance with the University statutes and other relevant University rules and regulations.
      c. In the interest of fairness, and to protect the privacy of all concerned, all parties to this process are urged to maintain confidentiality.
      d. If a vice-chancellor is a grievant or a respondent, the chancellor will modify these procedures appropriately.
   2. Grievant-Respondent
      a. Individuals may be accompanied by one adviser in meetings with IPs, grievance officers, and appeal officials. These advisers may provide support and advice to those individuals, but may not present or argue the case.
      b. Compliance with the deadlines for initiating the complaint, the grievance, or the appeal is the responsibility of the party seeking the action. Unless written permission is granted by the chancellor in response to a written request for delay, a complainant's failure to meet a deadline will end the process. Other deadlines are the responsibility of the campus officials in charge of each particular stage of the process. Unless a specific waiver is granted by the chancellor, failure by campus officials to meet a deadline at any level will cause the process to move automatically to the next level.

E. Glossary of Terms
   1. *Complaint*: An informal charge of discrimination or harassment, indicated by completion of a brief Complaint Information Form by the IP.

[3] This does not preclude considering earlier behavior, but only for establishing a pattern or for determining corrective action or sanctions, if any.

[4] For the balance of these procedures, vice-chancellor shall be replaced by vice-president, and chancellor shall be replaced by president when the grievance occurs in a Central Administration unit.

2. *Grievance*: A formal charge of discrimination or harassment, indicated by the grievant's written statement.
3. *Respondent*: The individual against whom a complaint or grievance has been brought.
4. *Intake person (IP)*: Individual designated by the provost and vice-chancellor for academic affairs to receive and investigate initial complaints.
5. *Grievance officer*: Individual designated by the provost and vice-chancellor for academic affairs to receive and investigate grievances.
6. *Executive officer*: Department head, chairperson, director, or equivalent.
7. *Verification Form*: Form to be completed by each campus official receiving or reviewing a complaint, a grievance, or an appeal to attest to the dates of receipt and closure.

26. Procedures for Review of Alleged Capricious Grading—All Students

A. The following procedures are available only for review of alleged capricious grading, and not for review of the judgment of an instructor in assessing the quality of a student's work. Capricious grading, as that term is used herein, constitutes only any of the following: (1) the assignment of a grade to a particular student on some basis other than performance in the course; (2) the assignment of a grade to a particular student by resort to more exacting or demanding standards than were applied to other students registered for the same credit in that course; (3) the assignment of a grade representing a substantial departure from the instructor's previously announced standards.

B. A student who believes that a semester grade is improper and the result of capricious grading should first confer promptly with the instructor in the course or, if the instructor is unavailable, with the academic unit executive officer or designee. If the student and the instructor (or, in the instructor's absence, the unit executive officer or designee) are unable to arrive at a mutually agreeable solution, the student may file an appeal within six working weeks after the start of the next semester to a committee elected from the faculty by the faculty of the unit offering the course. If the academic unit consists of nine or fewer full-time faculty members, the appeal will be directed to a similarly constituted committee of the school or college. If the instructor of the course is a member of the committee, that instructor shall be disqualified from the consideration of that appeal.

C. The student shall file an appeal by submitting to the committee a written statement particularizing the basis for the allegation of capricious grading and presenting any available supporting evidence. The appeal shall be dismissed if: (1) the allegation, if true, would not constitute capricious grading; (2) the appeal was not timely; or (3) the student has not conferred with the instructor or, if the instructor is unavailable, with the academic unit executive head or designee.

D. If the appeal is not dismissed, the committee shall submit a copy of the student's written statement to the instructor of the course with a request that the instructor promptly submit a written response thereto. If, upon the basis of these papers, it appears that the dispute may be attributable to inadequate or incomplete communication between the parties, the committee may arrange to meet with the student and instructor individually to discuss the problem.

E. If such a meeting is not held or, if held, such meeting does not result in a mutually agreeable solution, the committee shall proceed to hold a fact-finding session concerning the allegations set forth in the appeal. A quorum consisting of 75 percent of the elected committee is required for this session. Both the student and the instructor shall be entitled to be present throughout this session and to present any evidence relevant to the manner in which the grade was assigned, including testimony by other persons. Both the student and the instructor shall have an opportunity to question or refute any evidence presented. The confidentiality of all evidence shall be preserved. The student and instructor may each be accompanied by a person to assist them in presenting evidence. The session shall not be open to the public.

F. At the close of the session, the committee shall deliberate privately. If a majority of the committee members present shall find the allegation of capricious grading to be supported by substantial evidence, the committee shall proceed to determine the most appropriate remedy. The committee may direct the instructor to grade the student's work anew or to give the student a new examination in the course, or may take such other action as will bring about substantial justice in the individual case. If necessary to remedy a clear and compelling case of capricious grading, the committee is authorized to recommend to the dean of the college that a new grade be awarded in the course. The decision of the committee shall be reported in writing to the student, the instructor, and the departmental office. The only basis for appeal of the decision of the committee is procedural errors. Such appeals should be directed to the dean of the college.

G. The committee is not authorized to reprimand or otherwise take disciplinary action against the instructor. Evidence put before the committee shall be admissible in any disciplinary proceedings that may thereafter be undertaken against the instructor, but the disciplinary body shall make an independent determination of whether that evidence and any other information before that body constitutes sufficient proof of the conduct charged.

H. None of the established procedures available to the instructor to raise grievances before the Faculty Advisory Committee or alleged violations of academic freedom before the Senate Committee on Academic Freedom and Tenure shall be abridged or affected by the actions of the committee. (See Rule 33.)

27. Procedures for Review of Instructor's Ability to Communicate in English—All Students

All academic departments are to take steps to ensure that all of their instructors are able to communicate clearly in English in the classroom. However, because so many graduate teaching assistants and faculty members come from foreign countries and may not have had extensive training in English, students sometimes find it difficult to understand them. Students who find themselves in such a situation should initiate the following procedure:

A. Immediately contact the department head or chairperson of the department in which the course is being offered to report the problem.

B. If the department head or chairperson determines that a substantial portion of the class members are having a similar problem in understanding the instructor, a new instructor must be assigned to the class section.

C. If it is determined that only a small minority of the students in the classroom are having problems understanding the instructor, those students should be promptly transferred to another section.

D. The department head or chairperson should suggest to the instructor that he or she contact the Division of English as an International Language for help.

OPERATION OF MOTOR VEHICLES AND BICYCLES

28. Operation of Motor Vehicles

A. A nonresident student at a college or university in Illinois and the spouse and children living with such a student may drive in Illinois if they have valid licenses from their home state.

B. An out-of-state driver who is at least eighteen years of age and has in immediate possession a valid license issued to them by his or her home state or country may operate a motorcycle or motor-driven cycle in Illinois for a period of not more than ninety days in any calendar year, if the license permits operation of a motorcycle and if the home state or country extends like privileges to Illinois residents.

C. The parking or storage of a motor vehicle, motorcycle, or bicycle in any University building or structure other than a designated parking structure is prohibited without the *prior written authorization* of the Office of Facility Planning and

Management. Such unauthorized parking or storage shall be considered abandonment, and the motor vehicle, motorcycle, or bicycle shall be removed at the owner's expense.

D. Complete information concerning parking limitations and other details of the student automobile regulations, including monetary and other penalties for noncompliance or violations, is available from the Division of Campus Parking, 1110 West Springfield, Urbana. Any questions as to whether a student or an automobile is included under these regulations should be referred to that office.

29. Automobiles

A. Use
   1. Any individual after completing academic registration at the Urbana-Champaign campus, regardless of the number of semester hours or graduate units carried, who desires to park on University parking lots or University streets during restricted hours as permitted by the provisions of the current regulations is required to register his or her vehicle.
   2. Registration should be accomplished prior to the first day of instruction. Vehicle registration takes place at the Division of Campus Parking. During the fall semester, vehicle registration also takes place at the Registration Service Center in the Illini Union.
   3. If an automobile has a current faculty-staff registration permit, additional student registration is not required.
   4. *Definition of an automobile:* For the purpose of these regulations, an automobile is defined as any motor-propelled vehicle used for transporting persons or property but excluding motorcycles, motor scooters, and motor bikes.
   5. *Possession of an automobile:* Possession of an automobile is defined as physical control or operation of an automobile or the right to control or operate an automobile even though ownership is vested in a parent, a spouse, or another person.
   6. *Visitor:* Any individual other than faculty, staff, or student who desires to visit a facility administered by the University or an approved allied agency. Members of the immediate family of faculty, staff, or students are considered visitors only when operating a vehicle bearing a current visitor registration permit, which may be obtained at the Division of Campus Parking.

B. Requirements for Registration
   1. The identifying registration permit must be properly affixed on the automobile as per instructions issued at registration. The registration of an automobile is not complete until the permit is properly affixed.
   2. If the registration permit should be defaced or if the automobile is sold, the parking permit should be removed and returned to the Division of Campus Parking. A new permit will be issued without charge.

C. Registration Period and Fees
   1. Student automobile registrations are effective from September 1 to August 31 of each year.
   2. A nonrefundable annual registration fee of $5 is assessed each student registering an automobile during the year.

D. Operation of an Automobile
   1. Any student operating an automobile on any street, drive, parking lot, or service area shall do so with due regard for the safety of pedestrians and in compliance with the motor vehicle laws of the state of Illinois, the traffic ordinances of the cities of Champaign and Urbana, and such other specific safety regulations as may be adopted by the University of Illinois.
   2. In addition to University action, any violation of a state or municipal law or ordinance may result in the arrest of the violator or a notice to appear before the appropriate state court.

E. Parking of Student Automobiles
   1. Parking of registered student automobiles in the University lots is permitted as posted by appropriate signs at the entrance to each lot. Authorization to park in University lots does not extend to spaces on a twenty-four-hour rented basis. Parking in the majority of University lots is restricted to "head-in parking" only.
   2. Students may purchase permits to park in certain designated lots included in the University "lot rental" program. Hours for required permits are contained on each lot entrance sign. Application must be made to the Division of Campus Parking, prior to parking in such lots.
   3. Student automobiles displaying S permits may park in metered spaces on University streets and drives subject to meter charges and posted regulations.
   4. Students are permitted to park on any city street in accordance with the appropriate city regulations without any requirement that their cars be registered with the University.
   5. *Storage of student automobiles:* Students may purchase permits to park and/or store their automobiles in Lot F-23, located on Florida Avenue west of Lincoln Avenue, and Lot E-14, located on the southwest corner of First Street and Florida Avenue. Parking in these two lots is available twenty-four hours per day. Application must be made to the Division of Campus Parking prior to parking in these lots.
   6. Refund of rental or storage lot fees will be prorated upon a request made to the Division of Campus Parking.
   7. Visitors who wish to park overnight on University property must first obtain a temporary parking permit from the Division of Campus Parking.

30. Use of Motorcycles (Including Motor Scooters and Motor-Driven Bicycles)

A. All motorcycles that are parked or stored on the campus by any student of the University must be registered with the Division of Campus Parking.

B. The fee for such registration is $15 (amount subject to change) per year. It shall be effective September 1 of each calendar year. Motorcycles brought to the campus after September 1 of each year must be registered within one school day. The expiration of all such registrations shall be August 31 of the following year.

C. Special Operator's License Required
   1. No resident of Illinois shall operate a motorcycle on campus unless he or she is the holder of a valid Illinois driver's license with a motorcycle or motor-driven cycle (as the case demands under the state law) classification.
   2. No nonresident of Illinois shall operate a motorcycle on campus unless he or she is the holder of a valid motor vehicle license that legally allows the operation of a motorcycle or motor-driven cycle.

D. Operators must comply with *all* motor vehicle laws of the state of Illinois, traffic ordinances of the cities of Champaign and Urbana, and such other safety regulations as may be adopted by the University of Illinois.

E. Motorcycles may be parked on campus only in areas designated by signs as "motorcycle parking areas."

F. A copy of the complete University of Illinois Motorcycle Code may be obtained from the Division of Campus Parking.

31. Operation of Bicycles

Any bicycle that is operated or parked on the campus by any student must be registered with the Division of Campus Parking and must be operated at all times in accordance with the current *University Bicycle Code*. There is no fee for this registration. A complete copy of the regulations may be obtained from the Division of Campus Parking. A partial list of the regulations is given below.

A. All unregistered bicycles must be registered after being brought to campus.

B. Current bicycle registration shall be for an indefinite period. Registration renewal is not required unless the registration sticker becomes unreadable or there is a change in ownership. Bicycles displaying a registration sticker showing an expiration date must be reregistered.

C. The numbered registration sticker issued at the time of registration is nontransferable (between either persons or bicycles) and shall be affixed only to the bicycle for which it was assigned in the manner prescribed in the regulations. A replacement must be obtained from the Division of Campus Parking if a registration sticker becomes damaged, broken, or destroyed.

D. Each bicycle must be equipped with an audible warning device, brake, and lights as specified in the bicycle code.

E. Every person operating a bicycle shall do so in obedience to:
   1. traffic control devices and rules of the road applicable to motor vehicles under Illinois state law, and
   2. regulations included in the *University Bicycle Code*.

F. Whenever a bicycle crosses a pathway used for pedestrian travel, the operator of the bicycle shall yield the right-of-way to any pedestrian using such pathway.

G. Bicycles shall be parked on campus only in an area that is designated by the presence of racks for bicycle parking.

H. Any impounded bicycle that is not redeemed within thirty days after notice shall be considered as abandoned and will be disposed of by the University as abandoned property. Any bicycle may be impounded if such bicycle:
   1. is parked in an unauthorized place or manner,
   2. is not properly registered, and
   3. appears to have been abandoned.

32. Parking Citations—All Students, Staff, and Others

A. All campus parking citations issued for violations of the University regulations regarding automobiles, motorcycles, or bicycles shall be payable to a cashier at the Office of Student Accounts and Cashiering, 100 Henry Administration Building.

B. The penalty for each automobile and motorcycle citation shall increase as stated on the citation unless paid within seventy-two hours.

C. Questions regarding automobile, motorcycle, and bicycle citations must be made in person to the hearing officer located in the Division of Campus Parking within five days of the date of issue.

D. Students desiring to appeal a decision by the hearing officer must do so on the Appeals Form provided within five days after appearance before the hearing officer.

ACADEMIC LIFE

33. Academic Integrity—All Students

Preamble

The University has the responsibility for maintaining academic integrity so as to protect the quality of education and research on our campus and to protect those who depend upon our integrity. It is the responsibility of the student to refrain from infractions of academic integrity, from conduct that may lead to suspicion of such infractions, and from conduct that aids others in such infractions. It is the responsibility of the faculty to establish and maintain an environment that supports academic integrity. An essential part of this faculty responsibility is the enforcement of existing standards of academic integrity; where faculty do not discourage and act upon violations of which they become aware, this has the effect of undermining respect for those standards. Faculty members should provide students with a clear statement of their expectations concerning academic integrity. In these regulations, "faculty" includes an instructor or authorized staff member who supervises any academic endeavor.

Students have been given notice of this rule by virtue of its publication. Regardless of whether a student has actually read this rule, a student is charged with knowledge of it. Ignorance of a rule is never a defense.

This rule applies to course-based infractions by both undergraduate and graduate students, except as noted under section III. It does not apply to infractions of academic integrity in organized research (which includes funded research, research intended for publication, work performed as a research assistant, or theses and dissertations). Infractions committed as part of organized research activities are addressed by the campus *Policy and Procedures on Academic Integrity in Research and Publication*.

I. Infractions of Academic Integrity—Definitions[1]

A. Cheating
Using or attempting to use in any academic exercise materials, information, study aids, or electronic data that the student knows or should know is unauthorized.

Comments:[2]

1. Faculty members need to make in advance a clear statement of their policies and procedures concerning the use before examinations of shared study aids, examination files, and related materials and forms of assistance. Such advance notice is especially important in the case of take-home examinations.
2. During examinations, students should assume that external assistance (e.g., books, notes, calculators, conversation with others) is prohibited unless specifically authorized by the instructor.
3. Students must not allow others to conduct research or prepare any work for them without prior authorization from the instructor. This includes, but is not limited to, the services of commercial term paper companies.
4. Substantial portions of the same academic work may not be submitted for credit more than once without authorization.
5. Special exams and tests. Infractions of academic integrity that occur "outside the classroom" during proficiency tests taken after enrollment shall be dealt with in the manner described in this regulation. (Cases of pre-enrollment violations are covered by Rule 11 on bases for discipline and Rule 14 on falsification.)

B. Fabrication
Unauthorized falsification or invention of any information or citation in an academic endeavor.

Comments:

1. "Invented" information may not be used in any laboratory experiment or other academic endeavor without notice to and authorization from the instructor or examiner. It would be improper, for example, to analyze one sample in an experiment and covertly "invent" data based on that single experiment for several more required analyses.
2. Reliance upon the actual source from which cited information was obtained must be acknowledged. For example, a writer should not reproduce a quotation from a book review without indicating whether the quotation was obtained from the review or from the book itself.
3. Fabrication also includes altering the answers given for an exam after the examination has been graded.

C. Facilitating Infractions of Academic Integrity
Helping or attempting to help another to commit an infraction of academic integrity, where one knows or should know that through one's acts or omissions such an infraction may be facilitated.

Comments:

1. Allowing another to copy from one's work during an examination would be committing a breach of academic integrity.
2. Taking an exam by proxy for someone else is an infraction of academic integrity on the part of both the student enrolled in the course and the proxy or substitute. (See Rule 14.)

[1]Most of these definitions were adapted from a model code of academic integrity found in 8 *School Law Journal* 55 (1978).

[2]Comments provide explanations and illustrative material but do not necessarily exhaust the scope of any section.

D. Plagiarism
Representing the words or ideas of another as one's own in any academic endeavor.

Comments:

1. Direct Quotation: Every direct quotation must be identified by quotation marks or by appropriate indentation and must be promptly cited in a citation. Proper citation style for many academic departments is outlined in such manuals as the *MLA Handbook* or K. L. Turabian's *A Manual for Writers of Term Papers, Theses and Dissertations*. These and similar publications are available in the University bookstore or library.

   Example: The following is an example of an uncited direct quotation from a case in which the student in question was found guilty of plagiarism.

   > Original Source: To push the comparison with popular tale and popular romance a bit further, we may note that the measure of artistic triviality of works such as "Sir Degare" or even "Havelok the Dean" is their casualness, their indifference to all but the simplest elements of literary substance. The point is that high genre does not certify art and low genre does not preclude it. (From Robert M. Jordan, *Chaucer and the Shape of Creation*, Howard University Press, 1967, page 187.)
   >
   > Student Paper: To push the comparison with popular tale and popular romance a bit further, you can note that the measure of artistic triviality in some works of Chaucer's time period is their casualness. Their indifference to all but the simplest elements of literary substance. The point is that high genre does not certify art and low genre does not preclude it.

2. Paraphrase: Prompt acknowledgment is required when material from another source is paraphrased or summarized in whole or in part. This is true even if the student's words differ substantially from those of the source. To acknowledge a paraphrase properly, one might introduce it with a statement such as "To paraphrase Locke's comment . . ." and conclude it with a citation identifying the exact reference. Or the concluding citation might say, "The last paragraph (two paragraphs, etc.) paraphrases statements by . . ." and then give the exact reference. A citation acknowledging only a directly quoted statement does not suffice as an acknowledgment of any preceding or succeeding paraphrased material.

   Example: The following is an example of unacknowledged paraphrase that could warrant a charge of plagiarism.

   > Original Source: The era in question included three formally declared wars. The decision to enter the War of 1812 was made by Congress after extended debate. Madison made no recommendation in favor of hostilities, though he did marshal a "telling case against England" in his message to Congress of June 1, 1812. The primary impetus to battle, however, seems to have come from a group of "War Hawks" in the legislature. (From W. Taylor Reveley III, "Presidential War-Making: Constitutional Prerogative or Usurpation?" *University of Virginia Law Review*, November 1969, footnotes omitted.)
   >
   > Student Paper: During this period three wars were actually declared by Congress. For instance, in 1812 a vehemently pro-war group of legislators persuaded Congress, after much discussion, to make such a declaration, despite the fact that Madison had not asked for it, though, to be sure, he had openly condemned England in his message to Congress of June 1, 1812.

3. Borrowed Facts or Information: Information obtained in one's reading or research that is not common knowledge should be acknowledged. Examples of common knowledge might include the names of leaders of prominent nations, basic scientific laws, etc. Materials that contribute only to one's general understanding of the subject may be acknowledged in the bibliography and need not be immediately cited. One citation is usually sufficient to acknowledge indebtedness when a number of connected sentences in the paper draw their special information from one source.

E. Bribes, Favors, and Threats
Infractions of academic integrity include bribing or attempting to bribe, promising favors to, or making threats against any person with the intention of affecting a record of a grade or evaluation of academic performance. This includes a student who conspires with another person who then takes the action on behalf of the student.

F. Academic Interference
Tampering with, altering, circumventing, or destroying any educational material or resource in a manner which deprives any student of fair access or reasonable use of that material or resource.

Comments:

1. Educational resources include computer facilities, electronic data, required/reserved readings, reference works, or other library materials.
2. Academic interference would also include the situation where the student committing the infraction personally benefits from the interference, regardless of the effect on other students.

G. Computer-Related Infractions
Computer-related infractions defined by applicable laws, contracts, or University policies (such as unauthorized use of computer licenses, copyrighted materials, intellectual property, or trade secrets).

H. Unauthorized Use of University Resources
Unauthorized student use of University resources for noneducational, private, or commercial purposes.

I. Failure to Comply with Research Regulations
Infractions of academic integrity include failure to comply with research regulations such as those applying to human subjects, laboratory animals, and standards of safety.

II. Penalties for Infraction of Academic Integrity

The variety of academic settings encountered in the University precludes establishing uniform penalties for all infractions of academic integrity. The faculty member makes this judgment in light of the nature of the class, the kind of tasks assigned to other students, the student's behavior during the semester, prior warnings to the student, etc. Students have the right to an appeal of findings and/or penalties for infractions of academic integrity. (Such an appeal cannot be filed as a grievance unless a condition specified under Procedures for Grievances and Complaints exists.)

A. The instructor may impose one or more of the following penalties for an infraction of academic integrity:
   1. A written notice of warning with a copy to the student's file in the office of the college in which the student is enrolled and to the Senate Committee on Student Discipline
   2. A reduced grade on the assignment
   3. A failing grade (zero if graded numerically) for the assignment
   4. A failing grade for the course
   5. A denial of credit for the proficiency exam
   6. Any other penalty negotiated and agreed to, in writing, by both parties (not subject to appeal)

B. The instructor may recommend to the department or unit executive officer (hereafter abbreviated DEO[3]) that the student be suspended or dismissed from the University. Such a recommendation would be made in addition to penalties imposed by the instructor.

[3]The DEO may choose to designate another department or unit administrator to represent him or her in these matters. In all instances in this rule, "DEO" should be read as "DEO or designee."

Comments:

1. In judging whether an academic infraction has occurred, the existence of specific knowledge and intent to cheat, plagiarize, etc., is not necessarily a factor; for example, quoting work without citation is inappropriate whether or not one intended to plagiarize, or even knows what "plagiarism" is. Furthermore, sometimes an infraction may be the result of carelessness or neglect, rather than specific intent.

   A lack of knowledge or intent shall be a factor in determining whether an infraction should be penalized, or what sort of penalty is appropriate. In cases where a violation of the rules has been brought about by circumstances that a student did not know about, and could not have been reasonably expected to know, no penalty shall be assessed against that student.
2. In determining an appropriate penalty, the instructor shall also take into consideration aggravating circumstances, such as whether the student's conduct was designed not only to advance his or her own grade, but to hinder the academic performance of others.

III. Procedures

The college or equivalent academic unit in which the course or examination is conducted shall be the body of adjudication for findings involving penalties pertaining to course grades. If the penalty is a failing grade for the course, this is also the college to which an appeal of the decision should be made. The college or equivalent academic unit in which the student is enrolled is the body of adjudication for findings involving a penalty of suspension or dismissal. (Whenever reference is made to the "dean" in this or subsequent sections, it shall refer to the dean or the dean's designee.)

These rules and procedures concerning course-based infractions of academic integrity apply in all colleges except where specified otherwise by the bylaws of a college (for example, in the Graduate College and some professional colleges which operate under rules and procedures governing infractions of academic integrity which have been approved by the Senate Committee on Student Discipline).

A. An instructor who believes a student guilty of one or more infractions of academic integrity listed in this rule shall notify the student in writing of the basis for the belief and then allow the student eight working days to respond to the allegation. If the final deadline for reporting grades occurs prior to the time the instructor allows for the student response, the instructor should, with the permission of the student's college, assign the student an EX, to be changed after the case has been resolved. After such written notification, the student may not drop the course until after the case has been resolved. If the student is found guilty of an infraction and the penalty is a lowered or failing grade within the course, the student may drop the course before the usual deadline for dropping the course. The student may drop the course after that date only if the infraction occurred before the deadline but the case was resolved after the deadline. After the usual deadline for dropping a course, a student may not withdraw from the course. In either instance, of dropping or withdrawing from the course, a permanent record of the infraction will remain in the student's file. If the penalty is a failing grade for the course as a whole, the student may not drop or withdraw from the course.

B. When two or more students have been accused of cooperating in an academic infraction, their cases should be handled separately. Any fact-finding inquiries should establish their independent guilt, and the penalties for each individual should be decided separately. When one or more of the parties to an infraction is not enrolled in the course affected, their cases should be forwarded to the Senate Committee on Student Discipline for appropriate action.

C. If, after the student has had an opportunity to respond to the allegation, the instructor concludes that the student is not guilty of an infraction, the instructor shall inform the student in writing of this conclusion. The instructor shall also notify any other individuals who were notified of the instructor's original claim that the infraction had occurred. The student shall be permitted:
   1. To be reinstated in the course and be given whatever grade the student is entitled to without regard to the charge of an infraction of academic integrity;
   2. To drop the course at any time of the semester; or
   3. To change sections in the course, if possible.

D. If, after the student has had an opportunity to respond to the allegation, the instructor concludes that the student is guilty of an infraction, the instructor shall decide which of the penalties listed in section II is warranted. After a penalty has been determined, the instructor shall promptly notify the student and the DEO in writing of the penalty imposed and the reasons for it. After all avenues of appeal have been exhausted, if a finding of an infraction is upheld, the DEO shall forward a report of the infraction and penalty, including the student's name and social security number, to the college or equivalent academic unit in which the student is enrolled and to the Senate Committee on Student Discipline (see section V.B). Consistent with other university policies on student discipline, these records will be kept on file for a period of six years, and then expunged.

   Comments:

   The faculty member is viewed here as having the dual role of fact-finder and determiner of penalty. In the role of finder of fact, the instructor has broad powers to determine whether an infraction has occurred (through collecting relevant evidence, questioning other students, etc.). As the determiner of penalty, the faculty member should feel certain that an infraction has been committed by the student. This decision may be based not only on the facts revealed by the investigation, but other factors that are relevant in the best judgment of the faculty member.

E. Upon receipt of a letter describing a student's first breach of academic integrity, the executive director of the Senate Committee on Student Discipline shall send a letter to the student explaining that repeated violations of this rule may result in further disciplinary actions, including possible suspension or dismissal from the University. If a letter is received describing an additional breach of academic integrity for the student, the executive director will refer the case to the Senate Committee on Student Discipline for appropriate action. This could include the initiation of a hearing within the disciplinary system and the possibility of disciplinary action up to and including suspension or dismissal. A student's college may also refer students who have been found to have repeatedly violated this rule to the Senate Committee on Student Discipline for appropriate action. Hearings on such cases will be conducted in accordance with the procedures of the Senate Committee on Student Discipline.

F. The procedures for appeal and the requirement for review of a finding and/or penalty beyond the level of the instructor shall depend upon whether the penalty falls within one of three levels of severity:
   1. Categories 1 through 3 in section II.A (a penalty of less than a failing grade for the course);
   2. Categories 4 and 5 (a penalty of a failing grade for the course or denial of credit for the proficiency exam); or
   3. Suspension or dismissal from the University (II.B).

   Comments:

   Note that the sixth penalty, which is one negotiated and agreed to by both instructor and student, is not subject to appeal.

G. The following appeal and review procedures correspond to the three categories presented in section III.F:
   1. For penalties less than a failing grade for the course, appeals of the finding and/or the penalty shall be heard within the department according to the procedures established by that department. A copy of these procedures shall be available to the student in the department office. In no case shall this departmental appeal result in a harsher penalty than the one originally assessed by the instructor.

2. If the penalty to be recommended by the instructor is a failing grade for the course, or where the penalty imposed results, de facto, in a failing grade for the course (such as a failing grade on an exam that effectively determines the final grade), or if the penalty is a denial of credit for a proficiency exam, there must be consultation with the DEO prior to written notification of the penalty to the student. For penalties of a failing grade for the course, a penalty that effectively results in a failing grade, or a denial of credit for a proficiency exam, appeal of the finding and/or the penalty shall be heard at the college (or equivalent academic unit) level in accordance with section III.J below.
3. In a case deemed sufficiently serious to warrant suspension or dismissal from the University, the instructor shall notify the DEO and submit to the officer evidence of the violation of academic integrity. The DEO, after separate discussions with the instructor and the student, shall decide whether to recommend to the dean of the college in which the student is enrolled that the penalty be assessed. As noted in section III.E, in cases of repeated violations, a review for possible suspension or dismissal can also be initiated by the student's college or the Senate Committee on Student Discipline. All cases involving suspension or dismissal shall be reviewed in accordance with section III.K below.

H. The student may appeal a finding and/or penalty by indicating this desire in writing to the DEO within fifteen days of notification of the right to appeal.

I. If the student does not appeal, the matter shall be closed unless section III.K below applies. In a case in which the penalty is a failure for the course, the DEO shall notify the dean, and the dean will forward a request to record a failing grade for the course to the Office of Admissions and Records.

J. If the student notifies the DEO of a desire to appeal a finding and/or penalty, in cases where the penalty is a failing grade for the course or denial of credit for a proficiency exam, the procedure will be as follows:
1. The DEO shall gather all relevant information from the instructor and student and transmit the information to the dean of the college in which the department is located.
2. The dean shall convey the appeal information to the hearing committee formed in accordance with guidelines in section IV.
3. The hearing committee shall deliberate the appeal according to the hearing guidelines outlined in section IV.
4. The hearing committee shall render a recommendation on the appeal to the dean.
5. If the hearing committee agrees with the action taken by the instructor, the dean shall so inform the instructor and the student in writing, and the matter shall be closed.
6. If the hearing committee agrees that the student has committed an infraction of academic integrity but believes that a milder penalty should be imposed, the dean shall so inform the instructor and attempt to reconcile the differences.
   a. If the instructor accepts a compromise, the student shall be notified and the alternative penalty imposed.
   b. If the instructor refuses to compromise, the dean shall notify the student and permit the student to withdraw from the course. However, a record of the infraction in accordance with section V.A shall be made a part of the student's permanent file.
   c. In no case shall the committee be empowered to levy a harsher penalty than the one originally assessed by the instructor.
7. If the hearing committee concludes that the student is not guilty, the dean shall permit the student:
   a. To be reinstated in the course and be given whatever grade the student is entitled to without regard to the charge of an infraction of academic integrity;
   b. To drop the course at any time of the semester; or
   c. To change sections in the course, if possible.

K. In all cases initiated by a student's college and involving possible suspension or dismissal:
1. The DEO shall discuss the finding separately with the instructor and the student. If the DEO decides that suspension or dismissal is warranted, the DEO shall so recommend to the dean of the college in which the student is enrolled.
2. The dean of the college shall charge the hearing committee to consider the merits of the recommendation. The hearing committee shall deliberate according to the hearing guidelines in section IV. The hearing committee shall inform the dean of its decision. If the hearing committee concurs with the recommendation, the dean shall forward the recommendation to the Senate Committee on Student Discipline. The decision of the college on the facts of the breach of integrity shall be final. The sole question before the Senate Committee on Student Discipline is whether the breach of integrity in question is of such a nature as to warrant suspension or dismissal from the University.

L. All reviews and appeal processes within a college concerning findings and/or penalties should be completed in a timely manner; a final decision should be rendered within eight working weeks after the instructor's original written notification to the student.

M. If a course or proficiency exam is offered directly under the auspices of a college or equivalent unit rather than a department, the dean shall perform the procedural role otherwise performed under these rules by the DEO. (If a proficiency exam is not administered under the auspices of a college or department, the dean of the college in which the student is enrolled shall perform the DEO's role.) If in performing that role the dean recommends suspension or dismissal, the dean shall designate an independent person to perform the dean's role as presiding officer under section IV.

IV. Appeal Hearing Guideline[4]

A. Each college or equivalent unit shall appoint annually a standing academic disciplinary committee composed of at least four faculty members and at least two students. The faculty and student members of hearing committees to consider individual academic disciplinary cases under section IV.B below shall be selected from the members of the standing committee (unless conflicts of interest or other exigent circumstances require the special appointment of others).

B. The chairperson of the standing academic disciplinary committee of the college or equivalent unit shall select a hearing committee to consider an appeal concerning a course offered by that unit or any cross-listed course for which the instructor is affiliated with that unit. The hearing committee shall consist of four members. The dean or designee shall serve as the presiding officer, but shall be a nonvoting member. The dean of the college shall charge the hearing committee to consider the merits of recommendations. The presiding officer will gather all documents and/or depositions and will conduct the hearing. One of the three voting members shall be a student, and a final recommendation shall require the majority of voting members. If the alleged offense occurred in a college other than the student's, a representative of the student's college shall be one of the voting members. In such a case, the chairperson of the standing committee of the student's college or equivalent academic unit shall choose that representative from among the members of that unit's standing committee.

C. Those persons entitled to a hearing shall be informed of the hearing date at least five working days in advance.

D. The hearing committee shall be convened by the dean of the college or unit in which the infraction occurred or, in cases of suspension and dismissal, in the college or unit in which the student is enrolled.

E. Both the student and the instructor shall be entitled to be present throughout the hearing and to present any evidence, including testimony by other persons, relevant to the matter in dispute. Both the student and the instructor shall have an opportunity to question or refute any evidence presented. The confidentiality of all evidence shall be preserved. The student and the instructor may each be accompanied by a person to

[4]See Rule 26 on procedures for review of alleged capricious grading.

assist them in presenting evidence. Prospective witnesses, other than the instructor and the student, may be excluded from the hearing during the testimony of other witnesses. All parties shall be excluded during hearing committee deliberations. The session shall not be open to the public.

F. Any person who disrupts a hearing or who fails to adhere to the rulings of the presiding officer may be excluded from the proceeding.

G. Should additional oral testimony be useful, the presiding officer may invite appropriate witnesses. Formal rules of evidence shall not be applicable.

H. The hearing committee may concur with the instructor's finding and imposed penalty, it may recommend a different interpretation of the facts and/or a different penalty, or it may recommend that the student is not guilty. The committee may find the student not guilty only if the student proves to the committee that the finding of the faculty member is erroneous.

Comments:

1. The intent of this section is to formalize the following view: A student is considered innocent until the instructor has determined that an infraction has occurred and has communicated the evidence for this determination and the reasons for the penalty to the student. If the student appeals, the burden of proof that the finding of the faculty member is erroneous is on the student.
2. This section intentionally does not establish a formal standard of proof. Deference is paid to the instructor's right to have discretion over his or her own classes.

I. The final recommendation of the hearing committee to the dean of the instructor's college must include a summary of the testimony and shall be sufficiently detailed to permit review.

J. If all parties concur with the final recommendation to the dean of the instructional unit or college, the case will be closed.

K. If the hearing committee agrees that the student has committed an infraction of academic integrity but disagrees with the action taken by the instructor, the dean shall so inform the instructor and attempt to reconcile the differences.
1. If the instructor accepts a compromise, the student shall be notified and the new penalty, if any, imposed.
2. If the instructor refuses to compromise, the dean shall notify the student and permit the student to withdraw from the course. However, a record of the infraction in accordance with section V.A shall be made a part of the student's permanent file.
3. In no case shall the committee be empowered to levy a harsher penalty than the one originally assessed by the instructor.

L. If the hearing committee concludes that the student is not guilty, the dean shall permit the student:
1. To be reinstated in the course and be given whatever grade the student is entitled to without regard to the charge of an infraction of academic integrity;
2. To drop the course at any time of the semester; or
3. To change sections in the course, if possible.

M. If the hearing committee concurs with the recommendation that the student be suspended or dismissed from the University, the dean shall forward the recommendation to the Senate Committee on Student Discipline. The decision of the college on the facts of the breach of integrity shall be final. The sole question before the Senate Committee on Student Discipline is whether the breach of integrity in question is of such a nature as to warrant suspension or dismissal from the University.

V. Following All Reviews and Appeals

A. Records for any case of infraction of academic integrity will be forwarded to the student's college and to the executive director of the Senate Committee on Student Discipline by the DEO and held on file for the period required by the University statutes or regulations. These records are available for inspection in accordance with state and federal regulations.

B. Once a violation of academic integrity has been found and a penalty assessed, and after all appeal procedures have been completed (or the time limit for appeals has expired), the DEO (in consultation with the other participants) shall prepare a report of the violation. This report shall describe: (a) the nature of the alleged breaches of academic integrity; (b) if applicable, the appeal procedures followed and the recommendation of any hearing committee; and (c) the ultimate penalties imposed. The DEO shall send a copy of this report, including the student's name and social security number, to the college or equivalent academic unit in which the student is enrolled and to the executive director of the Senate Committee on Student Discipline.

C. At the end of each academic year, the executive director of the Senate Committee on Student Discipline shall compile an annual report to the senate on the number and severity of such infractions of academic integrity, without identification of the individuals involved, and make that report available for open distribution and publication across campus.

34. Class Absences

A. All Students
1. Class attendance is expected of all students at the University of Illinois, but its instructors must reasonably accommodate a student's religious beliefs, observances, and practices in regard to class attendance and work requirements if the student informs his or her instructor of the conflict within one week after being informed of the attendance or work requirements. Any student may appeal an adverse decision. (See Rule 24.)
2. Class absences before and after vacations are treated like any other absences during the semester.

B. Undergraduate Students
1. The instructor decides when a student's absences become excessive and should be reported.
2. No absences from class exercises are "excused" but must be explained to the instructor and supporting evidence provided on request. In case of unavoidable absence from classes because of illness, death in the family, or other emergency, the student should notify the emergency dean, who will in turn notify the student's college dean. In such cases, arrangements should be made with the instructor in each course to make up the work missed. (See Rule 82.)
3. If, in the opinion of the instructor, a student should be reminded of attendance requirements, the instructor must submit a report of the irregular attendance to the Office of the Dean of Students, who may request explanation of absences for the purpose of information. These reports may be submitted on a weekly rather than a daily basis.
4. If, in the opinion of an instructor, the attendance of a student becomes so irregular that the student's scholarship is likely to be impaired, the instructor reports the case to the dean of the student's college *through* the dean of students. Furthermore, when in the opinion of the instructor concerned, irregular attendance has so seriously impaired the work of the student as to make continuation unprofitable, the dean of the college concerned may require the student to withdraw from the course with a grade of W or F. (See Rules 47 through 49.)
5. If the repeated absence from classes of any student seems to the dean of the college in which the student is enrolled a matter requiring discipline, the case may be reported to the Subcommittee on Undergraduate Student Conduct for action.
6. Regularly scheduled classroom or laboratory work shall have precedence over instructional field trips at all times, *except on the second Saturday of each month.*
7. General regulations regarding absences from class exercises by officially recognized groups such as athletic teams, musical organizations, and the like are determined by the senate and are enforced in the particular case by the Subcommittee on Undergraduate Student Conduct. (An expanded statement regarding athletic teams follows.)

C. Student-Athletes
1. The Athletic Board of the Urbana-Champaign Faculty-Student Senate has delegated authority to review and approve or disapprove schedules for all intercollegiate athletic contests that involve participants from the Urbana-Champaign campus to the Academic Progress and Eligibility Committee (APEC). Each athletic team schedule must adhere to APEC guidelines for approved absences and must be submitted to APEC for approval.
2. The maximum number of school days absent during a semester for each team cannot exceed ten, not including estimates for championship and other postseason events.
   a. A school day is considered any day classes are scheduled during the semester, including Reading Day.
   b. No away athletic events are allowed during final examination periods.
   c. Any waivers of these regulations require the approval of the Athletic Board at the time of scheduling.
3. Questions about these policies should be directed to either the Division of Intercollegiate Athletics' Academic Service Office (333-2240) or the chair of the Academic Progress and Eligibility Committee.

35. Library Regulations

The Library exists primarily to circulate library materials to the faculty and student body of the University. The privilege of drawing materials for use outside the Library is accorded to all faculty, staff, students, and other persons accredited by the Library.

A. Use of Library Materials
1. Library materials not reserved for classes may be borrowed for home use for from three days to sixteen weeks, and renewed for a similar period if not specifically restricted or called for. All such materials are subject to recall at any time. In general, reference books, books reserved for classes, periodical volumes, and certain other groups of materials are to be used in the reading rooms only. Reserve materials usually may be borrowed overnight, but they must be returned the following morning to the library from which they were taken.
2. Any student who steals or mutilates Library materials will be subject to University discipline. (See Rule 14, falsification of documents, and State of Illinois *Statute* PA 82-603.)
3. A current staff or student ID card serves as a library card and may be used in the University libraries of both campuses or any ILCSO school.
4. Library materials to be used by an entire class may be placed on reserve. When such is desired, the appropriate departmental library should be contacted to ascertain its individual reserve policies and to make sure the material is available when needed. The main stacks do not have a reserve area.
5. Graduate students, faculty, and staff have access to the main stacks upon presentation and validation of their current ID card.
6. Some material, due to its condition, may be restricted to building use only.

B. Charges (Subject to change without notice)
1. Library materials that are not returned to the departmental library from which they were borrowed by the time indicated in the Library's data base are subject to a late charge. Library fines are subject to change without notice.
2. The date recorded in the Library's data base is the official record of the time when an item must be returned to the library. Overdue notices are sent as a courtesy only, and failure to receive one is not a reason for cancellation or reduction of late charges.
3. Materials from the reference and periodical sections, as well as some special collections, may be subject to different regulations. Such materials, including those on reserve, may also be subject to late charges if kept past the time due. These charges may vary from one library to another. Materials recalled for another patron or for reserve purposes may have a reduced loan period; the revised due date is the effective one. A patron will be billed a lost-book charge if the book is not returned when a recall notice is issued.
4. The loss of any item should be reported immediately to the library from which it was borrowed. Any lost library materials that have become overdue are subject to late charges until personally reported lost. If the item cannot be recovered by the borrower within a reasonable length of time the borrower will be charged the cost of replacing the material.

C. Collection of Library Charges
All library charges for overdue and lost materials are forwarded to the Office of Student Accounts and Cashiering for collection, and that office mails a statement to the patron at the end of the month.

D. Use of Library Premises
Since eating and drinking in the building may cause other students' work to be interrupted and cause damage to books, consideration for others should be taken into account at all times. Furthermore, the discarded trash is unsightly and unsanitary and may cause an increase in insects and/or rodents. Neither eating, drinking, smoking, nor chewing tobacco is permitted in either the public or the restricted areas of the Library.

REGISTRATION, COURSE CHANGES, AND WITHDRAWAL

36. Number of Hours Required

A. All Students
1. For undergraduate, graduate, and professional students, the minimum program required for receipt of maximum educational benefit payments under the Veteran's Readjustment Benefits Act of 1966 and receipt of Social Security benefits as a dependent is 12 hours or 3 units in a semester (6 hours or 1.5 units in an eight-week summer term).
2. Twelve credit hours and above (3 units and above) in a semester constitute a full program of study for tuition and fee assessment; in an eight-week summer term, the number of hours is 6 and above (1.5 units and above). (See Rule 50.B on credit ranges.)
3. Enrollment in at least 12 credit hours (3 units and above) in a semester is required for certification as a full-time student. Enrollment in at least 6 credit hours (at least 1.5 units) is required for certification as a half-time student in a semester. In an eight-week summer term, enrollment in at least 6 credit hours (at least 1.5 units) is required for full-time certification. For certification as a half-time student in an eight-week summer term, enrollment in at least 3 credit hours (.75 unit) is required.
4. For University academic terms of other lengths, the number of hours or units are determined proportionately in accordance with the above principles.

B. Undergraduate Students
1. Each student is required to pursue a normal program of studies. The number of hours varies with the college and curriculum. More or less than a normal program may be permitted only by authority of the dean of the college or designated representative. (See Rule 86.)
2. In most colleges, 14 semester hours are required for Dean's List recognition. (See Rule 86.)

37. Classification of Undergraduate Students

A. Classification of undergraduate students is made by the Office of Admissions and Records based upon the number of credit hours earned. Classification for registration-certification and assessment purposes (except as indicated in section B below) is based on the following scale:

Freshman standing ..... 0-29.9 hours
Sophomore standing ..... 30-59.9 hours
Junior standing ..... 60-89.9 hours
Senior standing ..... 90 or more hours

B. Students entering the University directly from high school as degree candidates with academic credit earned by advanced placement or similar programs for superior students are considered freshmen for the purpose of admission and registration, but not tuition assessment, regardless of the number of college credit hours they have earned at other institutions or by examination. Students who have graduated from high school and have earned fewer than 12 semester or 18 quarter hours of transferable college classroom course work are also considered freshmen for the purpose of admission and registration.

38. Registration—All Students

A. U of I Direct is the system used to register for courses by computer. When a student does so, the student agrees to pay tuition and fees to the University according to the payment policies and schedules adopted by the Board of Trustees. If a student wishes to cancel his/her registration, and thus avoid payment of tuition and fee charges, the student must do so by 5:00 p.m. of the first day of instruction. (See Rule 42.)

Unauthorized use of University of Illinois computerized systems, data, or resources; unauthorized use of another individual's identification, account, or password; or an attempt to gain unauthorized access is prohibited by University policy and may constitute a violation of Illinois state law. (See Rule 11.)

B. Days for registration are designated for each term and are published in the *Timetable* for that term. Each term, students are assigned an earliest registration time when they may first use the course enrollment portion of U of I Direct. Access is subject to advising holds and encumbrances that may be imposed by the student's college of enrollment or an administrative office. Earliest registration times are assigned on the bases of the college of enrollment and credit hours earned.

C. A student who has courses on her/his record as of 5:00 p.m. of the first day of instruction is enrolled in courses as shown on the student's schedule and thus obligated to pay all tuition and fees assessed. A student who is encumbered for failure to discharge an obligation to the University must resolve the obligation by 5:00 p.m. of the first day of instruction. Failure to do so results in the cancellation of registration.

D. Course enrollment: A student may enroll in courses subject to conditions imposed by the colleges and academic departments.
   1. Colleges and departments reserve the right to impose enrollment requirements and prerequisites; to reassign students to other sections in a course; to withdraw students from a course or section after the course is on the student's record; or to cancel a course offering or section for legitimate educational reasons (for example, whenever minimum enrollment standards have not been met).
   2. The registration of a student who fails to meet conditions for continued enrollment may be canceled by college action.
   3. Conditions for course enrollment and changes to them may be publicized in the *Timetable*, *Timetable Supplement*, or other media available to the University, and in department offices.

E. Under certain conditions, a college, a department, or the Office of Admissions and Records may alter or create a student's course enrollment. For example:
   1. Students may request the appropriate administrative office to act if they are unable to take action because of deadlines and/or restrictions enforced by the U of I Direct system.
   2. Students who are off campus and are unable to access U of I Direct during early registration may request courses by submitting a completed Schedule Planning Form to their college office.
   3. First-year students in law, veterinary medicine, medicine, and nursing may be registered by their colleges.

F. A Registration Statement of Charges and Aid will be mailed after the first day of instruction to all students who have courses on record as of 5:00 p.m. on the first day of instruction.

39. Registration of Nondegree Students

A. Nondegree students enroll under one of the two enrollment options:
   1. Academic year: fall and spring semesters with summers optional.
   2. Summer session only: enrollment for fall and spring terms is not allowed; application for admission is necessary to be considered for the academic year enrollment pattern.

B. Part-time nondegree students are subject to the following restrictions:
   1. The college of enrollment (home department, at the graduate level) has the right to terminate a continuing nondegree student's enrollment authorization at any time prior to the beginning of a term.
   2. Enrollment is limited to part-time status (less than 12 credit hours) in the fall or spring semester. (One graduate unit equals 4 semester hours.)
   3. Part-time nondegree students are ineligible for early registration for the fall or spring semester; they may, however, register after the third day of instruction in the fall or spring semester. The late registration fine is waived for nondegree students registering on the fourth through the tenth days of instruction.
   4. The same grading system is applicable to degree and nondegree students. Credit earned on nondegree status is not applicable to a degree except by subsequent admission to degree status and, at the graduate and professional level, successful petition for application of such credit to the degree. A maximum of 3 units of graduate credit earned while on nondegree status may be applied to a degree.
   5. Nondegree students must apply for admission to be considered for degree status enrollment.

C. Persons admitted to the University as nondegree students for participation in special programs are categorized as "full-time" nondegree students. Nondegree students eligible for full-time status, and thus early registration privileges, are:
   1. Students admitted on nondegree status for the sole purpose of participation in an off-campus program, and
   2. Participants in University-affiliated exchange programs.

D. No other students are given the privilege of full-time nondegree status without the permission of the Office of Admissions and Records.

E. Concurrent enrollees are part-time nondegree students, ineligible for early registration in the fall or spring semester

40. Registration of Visitors—All Students

A. A "visitor" is only a listener in the classes attended; he or she is not a participant in any part of the exercises.

B. A student attending as a visitor only is not considered to be a student in residence.

C. Visitors are not permitted in laboratory, military, kinesiology (other than theory), or studio classes.

D. Permission to attend a class as a listener or visitor is granted only by the instructor of the class with the approval of the dean of the college concerned. Written approval must be obtained on an official Visitor's Permit available at college offices.

E. Former students not currently registered must obtain the approval of the dean of the college in which they were last registered. Persons not previously registered obtain the approval of the dean of the college in which the course is offered. (See also Rule 12.)

F. Students on "dropped" status are not eligible to visit classes. (See Rule 80 on drop rules.)

G. Staff employees of the University must secure the recommendation of the head of the department in which they work.

H. Students registered full time (Tuition Range I) are not charged a fee for visiting classes. (See Rule 50.B.)

I. Persons not registered in University courses and students registered in a partial program (Range II, III, or IV) are charged a fee of $15 (amount subject to change) for each course attended as a visitor. The visitor's fee is waived for persons sixty-five years of age or older. Proof of age must be presented at the Registrar's Service Window (Window 25, 100 Henry Administration Building).

J. Students who change from credit registration to visitor status in the same course and who are not eligible for refund of tuition and/or fees for credit registration dropped are not charged the visitor's fee.

41. Payments—All Students

A. A student must return the Registration Statement of Charges and Aid with the appropriate payment by the due date shown on the statement. A student who fails to meet the due date is assessed a $25 charge (amount subject to change) for late payment.

B. A student who either fails to withdraw officially from the University or withdraws following the refund period is responsible for payment of all tuition and fee charges. (See Rule 58.)

42. Late Registration—All Students

A. General Provisions
1. The individual colleges determine the latest date on which their students may register.
2. A student's schedule is canceled if an encumbrance is not cleared by 5:00 p.m. of the first day of instruction. In addition, the Registration Statement of Charges and Aid with the appropriate payment must be submitted to the Office of Student Accounts and Cashiering by the payment deadline shown on the statement.
3. A late registration fine of $15 (amount subject to change) is charged all students registering after 5:00 p.m. of the first day of instruction.
4. The late registration fine may be waived upon petition in exceptional circumstances, such as serious illness or death in the immediate family, or other circumstances beyond the control of the student. The petition is available at Window 25, 100 Henry Administration Building.
5. Students who are registering only for courses that begin in the middle of the semester are not registering late, provided their registration is completed before the beginning of such courses.
6. A part-time nondegree student whose registration is deferred by the University is not subject to the late registration fine, provided registration is completed within the time specified. (See Rule 39.)
7. The late registration fine is not covered by scholarships or other tuition and fee waivers.

B. Registration after the tuition payment due date for a term
1. A student who registers after the tuition payment due date in a term must have a Schedule Planning Form completed and approved by the department offering the courses of desired enrollment. (See Rule 46.)
2. The completed Schedule Planning Form must be presented at Window 25, Room 100 Henry Administration Building. A Service Representative will enroll the student in the courses approved on the worksheet and prepare a tuition and fees billing form. The billing form must be taken to the Office of Student Accounts and Cashiering, Room 100, Henry Administration Building. Payment must be made by the end of the business day on the day of registration.

43. Cancellation of Registration

A. A student who has placed courses on her/his record and later decides not to attend the University may cancel registration up to 5:00 p.m. on the first day of instruction provided the student has neither attended any classes nor received any related student services.

B. Once a student has attended a class or used campus services, the student may not cancel his/her registration. If the student leaves the University, the student must officially withdraw from the University as required by Rule 48. Refunds for students who withdraw from the University are governed by Rule 58.

C. Before the end of the first day of instruction for a term, a student may cancel registration and be relieved of all tuition and fee charges. A student may cancel registration in one of the following ways:
1. By using U of I Direct to remove all courses by 5:00 p.m. of the first day of instruction.
2. By submitting a request for cancellation of registration to the Office of Admissions and Records. The request must be received no later than 5:00 p.m. on the first day of instruction. Requests by mail should be addressed to the Office of Admissions and Records, 10 Henry Administration Building, 506 South Wright Street, Urbana, IL 61801.
3. Requests in person should be made at Window 25, 100 Henry Administration Building, by 4:00 p.m. on the first day of instruction.

44. Repeated Undergraduate Courses

A. If a student is permitted by the dean of his or her college to repeat a subject for which the student has received credit either by class work at the University or by advanced standing previously allowed for work done elsewhere, he or she forfeits the original credit. The original credit earned in a course is not forfeited by reregistration unless the student remains registered in the repeated course to the end of the semester, term, or summer session. (See Rule 71 on computation of grades.)

B. Failure to pass the repeated course does not restore the original credit, but both grades count in the graduation average if the course is one regularly acceptable toward the student's degree.

C. If the course is again repeated, all grades received, passed or failed, are counted in the graduation average, except as indicated in Rule 91 on minimum scholarship requirements for graduation.

45. Correspondence and Extramural Courses

A. All Students
1. Correspondence courses are open to applicants who can meet the University entrance requirements and also to persons eighteen years of age or older whose applications are approved by the head of the Guided Individual Study Section of the Office of Continuing Education and Public Service.
2. Upon completion of the junior year in an Illinois high school, qualified superior students may enroll for college credit in extramural courses or in correspondence courses. To be eligible for such enrollment, students must be recommended by their high school, and this recommendation must be concurred in by the director of admissions and records, by the dean of the college concerned, and by the departments in which the course or courses are to be taken.
3. No student is permitted to register in more than three correspondence courses at one time.
4. Students enrolled for courses in residence must obtain approval of the dean of their college to enroll concurrently in correspondence courses.
5. Students who have been dropped from the University of Illinois for poor scholarship must obtain the recommendation of the dean of their college before completing an application for admission to correspondence work and before completing registration in an extramural course.
6. Students dropped from another collegiate institution must obtain prior approval of the proper authority in that institution before completing their application for admission to correspondence study.
7. Correspondence courses, under certain conditions, may be taken on a credit-no credit basis. For regulations concerning the credit-no credit option, see Rule 73.

B. Undergraduate Students
   1. After matriculation students may count toward their degree, with the approval of the dean of their college, as much as 60 semester hours of credit earned in extramural courses and/or correspondence study, provided:
      a. they complete all the remaining requirements for the degree in residence at the University, or
      b. they present acceptable residence credit for work done elsewhere and complete the requirements needed for their degree in residence at the University. In all cases, the senior year (two semesters of not less than 30 semester hours) must be done in residence at the University.
   2. University of Illinois correspondence and extramural courses are not counted toward satisfying the minimum residence requirement for graduation (the last 30 semester hours), nor are they considered as interrupting University residence. (See Rule 89.)
   3. Students who have completed their first three years in residence in the University of Illinois at Urbana-Champaign, earning a minimum of 90 semester hours, may do all or part of their senior year in correspondence or extramural study, subject to meeting all the requirements for their degree.
   4. Credit for correspondence work taken from fully accredited institutions may be allowed, but only on approval of the dean of the student's college.

C. Graduate Students
   Credit earned in correspondence courses cannot be applied to a graduate degree, but prerequisites or deficiencies may be removed by correspondence work.

46. Adding and Dropping Courses—Undergraduate Students

A. A student may add a course during the first 10 days of instruction and may drop a course during the first 8 weeks of instruction in a semester using the U of I Direct system. (See the *Timetable* for exact dates.) A college or department may place an advising hold on a student whom they wish to see prior to adding or dropping a course.

B. For admission to a class after the designated Add period, a student must secure the consent of the departmental representative in charge of the course who may require the student to pass an examination in the work already covered by the class or to present other satisfactory evidence of ability to proceed with the class.

C. The following rules apply only in the undergraduate colleges and the Institute of Aviation (See Rule 58 for refund deadlines.)
   1. New courses may be added only during the first two weeks of a semester or the first week of an eight-week course.
   2. Courses, except required courses, may be dropped without academic penalty, provided that the minimum academic load required by the college is maintained, during the first eight weeks of a semester or the first four weeks of an eight-week course.
   3 For University academic terms of other lengths, the times for adding and dropping courses are determined proportionately in accordance with the above principles; the respective *Timetables* contain the exact dates.
   4. A grade of W or F will be assigned to a course dropped after these deadline dates, based on the evaluation of the circumstances by the college in which the student is enrolled.
   5. In case of extenuating circumstances (such as illness, injury, or unusual financial pressure), a student may be permitted to drop a course without academic penalty and regardless of time if, in the judgment of the student's college, such action is warranted.

D. Change of section within a course is permitted at the discretion of the department teaching the course.

47. Withdrawal from Courses for Academic Deficiency—Undergraduate Students

A. A student wishing to withdraw from a course in which he or she has become seriously deficient may be required by the dean of the college to accept the grade of F for the course.

B. The college office may withdraw a student for academic deficiency using the U of I Direct system. In such cases, the dean notifies the Office of Admissions and Records to record a grade of F for the course. (See Rules 33 and 46.)

48. Withdrawal from the University—General Rules

A. All Students
   1. A student who leaves the University during any term must officially withdraw from the University. A student who is enrolled in only one course and later drops that course must withdraw from the University. Failing grades will be assigned to any student who leaves the University without completing withdrawal.
   2. Withdrawal procedures:
      a. Obtain a clearance form from the office of the dean of the college or graduate department.
      b. Obtain the signatures of the University officers as indicated on the clearance form.
      c. Return the clearance form to the dean (or department head) for approval.
      d. Deposit the clearance form at Window 25, 100 Henry Administration Building.
   3. A student may not officially withdraw once the University discipline system has initiated action against a student until the hearing of the case has been conducted.
   4. The student ID card remains valid for the term in which fees for services have been paid and not refunded. Check-cashing and charge privileges are not available for students who have withdrawn.

B. Undergraduate Students
   1. The dean may issue a clearance form with a notation that failing grades are to be recorded in specified courses in which the student is seriously deficient.
   2. A student may be dropped or placed on probation for poor scholarship as of the date of the withdrawal at the discretion of the dean. If such a student fails to file clearance papers with the Office of Admissions and Records, the dean may file them.
   3. A student who withdraws from the University within the last three weeks of instruction in any semester or within the last two weeks in any summer session or whose status cannot be determined because of excused grades may have future registrations encumbered by the college.

49. Withdrawal from the University for Military or Other National Defense Services

A. Undergraduate and Professional Students
   1. Credit in Courses
      a. Undergraduate or professional students at Urbana-Champaign who, after completing the seventh week and before completing the twelfth week of the semester, withdraw from the University in order to enter into active service with the Armed Forces of the United States or other country (including the National Guard), or other service pertaining to the national defense that is approved by the appropriate University committee and do so enter within ten days of the date of withdrawal, shall be entitled to receive, without examination, credit for one-half of each course in which they have attained a standing of C- or better at the time of withdrawal. The grade reported shall be that attained in the course up to the time of withdrawal. (Grades reported below C are recorded as W (withdrawn); grades of C- or higher reported in courses taken under the CR-NCR option are recorded as CR.)
      b. Students who are members of the Active Reserve Forces (including the National Guard) called to active duty under normal training orders will not be granted academic credit for courses in which they are enrolled unless they have requested a postponement of such a period of active duty for training until the summer recess, and unless the University has received a verification that such a request was officially denied.

This requirement, however, shall not apply to individuals who are called to active duty as a result of national emergency or as a result of the mobilization of the Reserve Forces (including the National Guard).

c. Where such withdrawal occurs upon completion of the twelfth week of the semester, or later, such student shall be entitled to receive full credit upon like conditions.

d. In cases in which withdrawal occurs during terms of different lengths, the same credit provisions prevail, as follows:

Twelve-Week Term . . . Half credit after six weeks; full credit after nine weeks.

Eight-Week Session . . . Half credit after four weeks; full credit after six weeks.

(See Rule 58.H on refund regulations.)

e. Students, irrespective of their grade in any course in which they are then registered, who withdraw from the University at any time for any of the above-mentioned reasons, shall be entitled at their discretion to take an examination for credit in the course or for credit for only the first half thereof. The usual grading system applies. (See Rule 70 on grading system.)

2. Graduation

a. Students who have been in residence at the University for not less than two full semesters at Urbana-Champaign, who have met all requirements for graduation (including minimum scholarship requirements), except those that they would fulfill by completing the courses for which they are registered at the time of withdrawal from the University in order to enter into active service with the Armed Forces, will receive full credit in those courses and may be recommended for a degree provided they have completed the seventh week of that semester (sixth week in a twelve-week term or fourth week in an eight-week session), and provided they have a standing in the courses for which they are registered that, if maintained to the end of the semester, would satisfy the requirements for graduation. If the withdrawal occurs before the completion of the seventh week of such semester (sixth week in a twelve-week term or fourth week in an eight-week session), students may be recommended for a degree upon passing examinations covering the first half of the subject matter of the courses in which they are then registered.

b. A senior in good standing who at any time leaves the University to enter military service and does so enter within ten days, and who lacks no more than one-sixteenth of the total credit hours required for a degree, may, at the discretion of the college concerned and on approval of his or her major department, be recommended for such degree. But no student should be considered eligible for this privilege who has acquired hours under the provisions of section A.2.a above.

i. "A senior in good standing" shall be interpreted to mean one whose progress during his or her University registrations has been satisfactory to the administrative officers of his or her college. Among grounds for dissatisfaction might be negligence in meeting requirements, or scholastic deficiencies.

ii. "At any time" shall be interpreted to mean "during any semester of residence or the interim between successive semesters." It is not intended that students who stay out of college for any semester, and who thus do not make continuous progress to their degrees, shall be eligible for the privilege extended in these rules.

B. Graduate Students

A graduate student who withdraws from the University at any time in order to enter into active service with the Armed Forces, or other service pertaining to the national defense as determined by the appropriate University committee, shall be entitled to receive such credit for work theretofore done by the student as the professor in charge of his or her major work and the dean of the Graduate College, in accordance with the recommendation of the instructor or instructors in charge of the work in which he or she is registered, deem proper, these officers being guided by policies comparable to those that apply to undergraduate students who withdraw from the University in order to enter into active service with the Armed Forces, or other service pertaining to the national defense.

REGISTRATION CHARGES—TUITION AND FEES ASSESSMENTS, WAIVERS, EXEMPTIONS, PAYMENTS, AND REFUNDS

50. Tuition Assessment

A. Students are assessed tuition on the basis of their college and curriculum of enrollment; residence classification; and credit range determined by the number of semester hours and/or graduate units for which a student is registered. For tuition and fee assessment purposes, one graduate unit is the equivalent of four semester hours. There is a tuition surcharge for undergraduate and graduate students enrolled in several curricula. In addition, certain degree programs have specifically determined tuition charges. Information is available at Window 25, 100 Henry Administration Building, (217) 333-0210.

B. Credit ranges for tuition and fee assessment purposes are:

	Semester	Four- and Eight-Week Summer Terms
Range I	12 hours or more; 3 units or more	9 hours or more; 2.25 units or more
Range II	Above 5 but fewer than 12 hours; above 1.25 but fewer than 3 units	Above 4 but fewer than 9 hours; above 1 but fewer than 2.25 units
Range III	Above 0 through 5 hours; above 0 through 1.25 units	Above 2 through 4 hours; above 0.5 through 1 unit
Range IV	0 credit	0 - 2 hours 0 - 0.5 unit

C. The residency classification of students for admission and tuition assessment is determined on the basis of information given on the admission application and other credentials. Students who desire to change their assigned residency status must file a petition according to the procedures and within the time limits set forth in the regulations governing residency. (See "University of Illinois Residency Status Regulations for Admission and Assessment of Student Tuition" elsewhere in this *Code*.)

D. Students enrolled in the Veterinary Medicine Professional Program are assessed a single tuition rate for each of the four years of the professional curriculum; tuition is not prorated over the traditional four ranges since the professional curriculum requires a full course of study each term.

E. Tuition rates are determined by the University Board of Trustees; current rates may be found in the *Timetable*. Information regarding waivers is given in Rule 52. Students with questions about tuition may call (217) 333-0210 for clarification.

51. Tuition Assessment—University Employees

A. Academic employees of the University and of certain specifically identified related agencies and graduate assistants under appointment for less than 25 percent of full-time service, and staff employees under appointment for less than 50 percent of full-time service are not eligible for tuition and fee benefits.

B. To be eligible for tuition and fee benefits, an appointment must be to an established position for a specific amount of time and at a salary commensurate with the percentage of time required. Service for at least three-fourths of the academic term is required.

1. A term is defined as running from the first day of instruction through the last day of final examinations.
2. Three-fourths of a term is defined as ninety-one days in a semester and forty-one days during the eight-week summer term.

C. Students who resign their appointments, or whose appointments are canceled before rendering service for at least three-fourths of the term, become subject to the full amount of the tuition and fees unless they withdraw from University classes at the same time or before the appointment becomes void, or they deposit their thesis with the Graduate College within one week following the resignation date.

D. Employee tuition and fee privileges do not apply to students employed on an hourly basis in either an academic, graduate assistant, or nonacademic capacity, or to persons on leave without pay. University employees appointed to established civil service positions whose rates of pay are determined by negotiation, prevailing rates, and union affiliation are not considered as paid on an hourly basis and are entitled to the same tuition and fees privileges accorded to other staff members under the regulations.

E. Tuition waivers are not granted for the Executive MBA Program, or other self-supporting programs.

F. For the purpose of this section, the four employment categories at this campus are defined as follows:
1. The *faculty* includes (1) those in the professorial ranks (i.e., professor, associate professor, assistant professor); (2) instructors and lecturers; and (3) teaching, research, and clinical associates. Various prefixes may be used in conjunction with these ranks, such as adjunct, clinical, visiting, or research.
2. *Academic professionals* are those employees whose positions have been designated by the president and the chancellor as meeting specialized administrative, professional, or technical needs. Academic professional employees receive an academic contract issued by the Board of Trustees for a term appointment. They are accorded the rights and privileges pertaining to other academic personnel except those that apply specifically to academic employees with faculty rank, such as eligibility for tenure.
3. *Graduate student assistants* include teaching, research, graduate, and clinical assistants.
4. *Staff* employees are those members of the University work force subject to the rules of the State Universities Civil Service System.

52. Tuition Waivers

A. Academic Employees
Tuition is waived for all faculty and academic professional employees of the University on appointment for at least 25 percent of full-time service, with an appointment that requires service for not less than three-fourths of a term. This waiver also applies to staff members of certain specifically identified related agencies, whose positions are considered equivalent to academic positions of the University. (See Rule 51.)

B. Graduate Assistants
Most graduate teaching and research assistants of the University on appointment for at least 25 percent but not more than 67 percent of full-time service, and whose appointments require service for not less than three-fourths of the term, will receive a full tuition waiver.

However, depending on the student's curriculum, some graduate assistants will receive only a base rate tuition waiver (base rate is defined as the in-state graduate tuition rate, within the four tuition ranges, absent any differential.)

Graduate assistants are advised to confer about waiver eligibility with their college or department before accepting an appointment.

Those on appointment for 68 percent or more of full-time service pay tuition and are eligible for waiver of the service fee only. Caution: Assistantship appointments are cumulative. For example, if a person holds two appointments, a 25-percent and a 50-percent assistantship appointment, he or she is ineligible for a tuition waiver

1. Students holding either academic or graduate assistant appointments to the close of the final term of an academic year either as employees or fellows, and for whom tuition and/or the service fee have been provided through waiver, are entitled to a waiver of the same kind for the summer sessions immediately following, provided they hold no appointments during that summer session.
2. Students holding summer session appointments as fellows or as employees are subject to the tuition and fee waivers as stated above.

C. Staff Employees
1. Staff employees of the University, of other institutions and agencies under the University Civil Service System, and of certain specifically identified related agencies in status appointments or in appointments designed to qualify for status in an established class (e.g., trainee, intern, etc.) for at least 50 percent of full-time service may be granted waiver of tuition and the service fee in any regular courses for not more than:
   - ❖ eleven credit hours in a semester if on a full-time appointment (Range II), or
   - ❖ five credit hours if on a 50-percent to 99-percent time appointment (Range III)

   provided that they (1) are eligible for admission, (2) are not students defined under Civil Service Rule 250.70 (f), and (3) have enrollment approval of their employing department. (See Rule 52 and *Policy and Rules—Staff.*)
2. If an employee's total registration is in a higher range than authorized above, the employee must pay the difference between the authorized range and the higher range.
3. Staff employees in a status, learner, trainee, apprentice, or provisional appointment may enroll without payment of tuition and service fee in regular courses directly related to the University employment for not to exceed 10 credit hours per semester provided that they have made application and received prior approval for enrollment as required by procedures issued by the director of nonacademic personnel and set form in *Policy and Rules—Staff.*

D. Child of Eligible Employee
1. Illinois Public Act 87-0793 (SB 1353) provides, if certain eligibility criteria are met, a 50 percent tuition waiver for undergraduate education for children of University employees to attend either University campus.
2. The Board of Trustees has established the following regulations:
   a. The waiver can be used only for undergraduate education.
   b. The waiver shall cover 50 percent of tuition, not fees
   c. The waiver may be used for four years (including summers), as long as satisfactory academic progress is maintained.
   d. The parent must be a regular employee of the University of Illinois with at least seven years of service on the first day of instruction of the term for which the waiver is requested, and be one whose appointment qualifies for employer-provided insurance benefits. Excluded as "parent" are annuitants; employees of University-related organizations (i.e., Foundation and Alumni Association); Civil Service temporary and extra help; graduate and undergraduate assistants; and academic hourly and student employees.
   e. The child must be under 25 years of age and the child of the eligible employee by blood or adoption; or the legal child of the employee's current spouse; or the legal ward of the eligible employee.
   f. The child must quality for admission to a degree program under the same requirements, standards, and policies applicable to general applications.
   g. To apply for the waiver, the employee or child must obtain an eligibility form available at one of the following offices:
      - ❖ Office of Student Financial Aid, 400 Turner Student Services Building, 610 East John Street, Champaign

- ❖ Benefits Center, Fourth Floor, 807 South Wright Street, Champaign
- ❖ Personnel Services Office, 52 East Gregory Drive, Champaign

E. Other Categories of Students
Tuition is waived for:
1. Holders of tuition waiver scholarships.
2. Holders of graduate tuition and service fee waivers awarded by the Graduate College.
3. University of Illinois faculty, academic professional, and staff retirees.
4. Holders of grants or contracts from outside sponsors that provide payments to cover the total cost of instruction.
5. Cooperating teachers and administrators who receive an assignment of practice teachers, who receive assignment of students meeting the clinical experience requirement in teacher education curricula, or who cooperate in research projects related to teacher education: one semester, quarter, or summer session for each semester, quarter, or equivalent service rendered within two consecutive semesters. The waiver shall apply to the semester, quarter, or summer session of registration, as designated by the student, that is concurrent with, or following, the term of service, but must be applied no later than one calendar year from the end of the term of service. Concurrent registration on more than one campus of the University or in University extramural courses constitutes one semester, quarter, or session of eligibility for waiver.
   a. A similar waiver is authorized for cooperating librarians, school-nurse teachers, social welfare field supervisors, recreation field supervisors, health education field supervisors, speech pathology supervisors, developmental child care field supervisors, educational psychology supervisors, continuing education supervisors, industrial relations field supervisors, and physicians who participate without salary in the instructional program of the University of Illinois College of Medicine at Urbana-Champaign.
   b. Acceptance of more than one assignment from any of the above listed offices during any one term will generate only one waiver.
6. Illinois Teacher of the Year recipients.
7. Eligible Illinois senior citizens. (Persons desiring information and/or an application for this waiver should contact the Office of Student Financial Aid, Fourth Floor, Turner Student Services Building; (217) 333-0100.)

53. Tuition—Waiver of Nonresident Portion

The nonresident portion of tuition is waived for:

A. Academic and staff employees on appointment for at least 25 percent of full-time service with the University and with certain specifically identified related agencies, provided the appointment requires service for not less than three-fourths of the term.

B. The faculties of state-supported institutions of higher education in Illinois holding appointments of at least one-fourth time, provided the appointment requires service for not less than three-fourths of the term.

C. The teaching and professional staff (such as counselors, school psychologists, school social workers, librarians, and administrators) in the private and public elementary and secondary schools in Illinois who hold appointment for at least one-fourth time for not less than three-fourths of the term.

D. The spouses and dependent children of employees on appointment with the University and certain specifically identified related agencies for at least 25 percent of full-time service, and of those identified in section B above. (Dependent children are those who qualify as dependents for federal income tax purposes.)

E. The spouses and dependent children of fellows and trainees who are employed as teaching assistants to the fullest extent permitted by their fellowship appointment.

F. Persons actively serving in one of the Armed Forces of the United States who are stationed and present in the state of Illinois in connection with that service and their spouses and dependent children, as long as the military person remains stationed, present, and living in Illinois.

54. Fee Assessments

Registration fee charges are assessed on the basis of the number of semester credit hours or graduate units for which a student is registered. For fee assessment purposes, there is no distinction between resident and nonresident, graduate or undergraduate. Fee rates are determined by the University Board of Trustees; current rates may be found in the respective *Timetable.* Waivers and exemptions are explained in Rules 52 and 53. Students with questions should call (217) 333-0210 for clarification. Brief descriptions of assessed registration fees follow.

A. Service Fee
A fee to support salaries, programming, general expenses, and utilities for campus Auxiliary Service units such as the Illini Union, the Assembly Hall, and Campus Recreation. (Students exempt from this fee because they are registered in Credit Ranges III or IV may obtain its service by special arrangement with the provider; see the current *Timetable* for details.)

B. Health Service Fee
A fee to provide salaries, programming, general expenses, and utilities for McKinley Health Center and the Counseling Center.
1. Fall semester coverage extends to the first day of instruction in the spring semester; spring semester coverage extends to the end of the 9-month contract period (May 20). Students registered in summer term 1 are assessed for the full 4 weeks which extends to the first day of instruction in summer term 2. Summer term 2 coverage extends to the first day of instruction in the fall semester.
2. Dependents of students (spouses and dependent children) are ineligible for health services at the McKinley Health Center unless they are registered University students.
3. Students who were covered by University Health Center services during the spring semester and who do not enroll in summer term 1 and/or term 2 may extend their eligibility through the summer by paying an additional fee. Application for extended McKinley Health Center coverage for the summer terms must be made at 131 McKinley Health Center. (Students exempt from this fee because they are registered in Credit Ranges III or IV may obtain its service by special arrangement with the provider; see the current *Timetable* for details.)

C. Student Health Insurance Fee
A fee to cover the cost of premiums to the insurance carrier and the cost of administering the program. (See Rule 59.)

D. Transportation Fee
A fee to support a trial plan to provide for unlimited student use of special campus bus routes and all existing Champaign-Urbana Mass Transit District bus routes, as well as to create service for additional student/commuter and long-term parking. (Students exempt from this fee because they are registered in Credit Ranges III or IV may obtain its service by special arrangement with the provider; see the current *Timetable* for details.)

E. General Fee
A fee to support certain fixed costs of fee-supported buildings (Intramural Physical Education Building, Ice Arena, Assembly Hall, Illini Union, etc.) on campus.

F. Krannert Fee
A refundable fee to support productions at the Krannert Center for the Performing Arts. (Students exempt from this fee because they are enrolled in Credit Ranges III or IV may obtain its service by special arrangement with the provider; see the current *Timetable* for details.)

G. Student Organization Resource Fee (SORF)
A refundable fee assessed all students registered on campus during each registration to support the Student Legal Service and to help fund programs and/or services of registered organizations.

H. Students for Equal Access to Learning (SEAL) Fund
A refundable fee assessed all students registered on campus each semester to supplement existing financial aid for needy students.

I. Student Government Association (SGA) Fee
A fee assessed all registered students each semester to support the activities of the Student Government Association. Students exempt from SEAL, SORF, and SGA fees because they are registered in Credit Ranges III or IV may participate in them by special arrangement with the provider; the current *Timetable* contains specific information on the charge covering all three fees, which may not be purchased separately.

J. MBA Instructional Fee
A curriculum-specific fee to enhance and expand the Graduate College's Master of Business Administration program.

K. Flight Training Fees
In addition to regular tuition and fee registration charges, a fee, based on the nature of each course, is charged each student enrolled in flight training courses.

55. Fee Waivers and Exemptions

A. Students enrolled in Tuition Ranges III or IV (Range IV only in Summer Session) are assessed the General Fee and the Health Insurance Fee only and are exempt from all other remaining fees. Services covered by the remaining fees may be obtained by making individual arrangements with service providers; the current *Timetable* contains the locations and deadlines for making such arrangements.

B. Health Insurance Fee Exemptions
1. Students presenting a petition and evidence of approved equivalent medical insurance coverage. (See Rule 59.)
2. Persons registered for doctoral thesis research in absentia
3. Persons registered in off-campus and/or study-abroad courses for zero credit; however, the fee is required of students in those categories registered for more than zero credit
4. University employees registered at the request of their departments in zero-credit courses especially established to improve work performance
5. University employees registered as students but eligible for and participating in the mandatory State of Illinois Employees Insurance Program
6. Employees of specifically identified related agencies who are eligible automatically to receive hospital-medical coverage as an employee benefit at the cost of their employing agency
7. Illinois Teacher of the Year recipients
8. CIC Visiting Scholars
9. Students in concurrent enrollment at the University of Illinois at Chicago or at Springfield

C. Service Fee Waivers
1. Graduate teaching or research assistants holding at least 25-percent time appointments for three-fourths of the semester, as defined in the section on tuition
2. Foreign exchange students with a Service Fee waiver as part of the exchange contract
3. Holders of Graduate College waivers
4. Law students with Service Fee waivers
5. Participants in the International Exchange Program in Agriculture
6. Participants in the Bridge Program
7. Illinois Teacher of the Year recipients
8. CIC Visiting Scholars
9. Students in concurrent enrollment at the University of Illinois at Chicago or at Springfield
10. Department of Children and Family Services dependents

D. Service Fee Exemptions
1. Students enrolled in Credit Ranges III or IV
2. Students registered in absentia
3. Students registered in study-abroad programs
4. Student registered as participants in the official high school concurrent enrollment program
5. Participants in the Enrich program
6. Students registered in recognized off-campus programs
7. Faculty or academic professional employees holding at least 25-percent time appointments for three-fourths of the semester, as defined in the section on tuition
8. Staff members holding at least 50-percent time appointments for three-fourths of the semester, as defined in the section on tuition
9. Employees (as defined in 7. and 8. above) holding appointments with the University of Illinois at Chicago or at Springfield
10. Interinstitutional staff members
11. Cooperating teachers, administrators, or field supervisors, as defined in the section on tuition
12. Faculty, academic employees, or staff members of specifically identified related agencies
13. University of Illinois faculty, academic professional, and staff retirees

E. General Fee Waivers
1. CIC Visiting Scholars
2. Students in concurrent enrollment at the University of Illinois at Chicago or at Springfield
3. Department of Children and Family Services dependents
4. Illinois Teacher of the Year recipients

F. General Fee Exemptions
1. Faculty or academic professional employees holding at least 25-percent time appointments for three-fourths of the semester, as defined in the section on tuition
2. Staff members holding at least 50-percent time appointments for three-fourths of the semester, as defined in the section on tuition
3. Employees (as defined in 1. and 2. above) holding appointments with the University of Illinois at Chicago or at Springfield
4. Interinstitutional staff members
5. Cooperating teachers, administrators, or field supervisors, as defined in the section on tuition
6. Faculty, academic employees, or staff members of specifically identified related agencies
7. University of Illinois faculty, academic professional, and staff retirees

G. Health Service Fee Waivers
1. CIC Visiting Scholars
2. Students in concurrent enrollment at the University of Illinois at Chicago or at Springfield
3. Department of Children and Family Services dependents
4. Illinois Teacher of the Year recipients

H. Health Service Fee Exemptions
1. Students enrolled in Credit Ranges III or IV
2. Students registered in absentia
3. Students registered in study-abroad programs
4. Students registered as participants in the official high school concurrent enrollment program
5. Participants in the Enrich program
6. Students registered in recognized off-campus programs
7. Faculty or academic professional employees holding at least 25-percent time appointments for three-fourths of the semester, as defined in the section on tuition
8. Staff members holding at least 50-percent time appointments for three-fourths of the semester, as defined in the section on tuition
9. Employees (as defined in 7. and 8. above) holding appointments with the University of Illinois at Chicago or at Springfield
10. Interinstitutional staff members
11. Cooperating teachers, administrators, or field supervisors, as defined in the section on tuition
12. Faculty, academic employees, or staff members of specifically identified related agencies
13. University of Illinois faculty, academic professional, and staff retirees
14. University employees registered as students but eligible for the mandatory State of Illinois Employees Insurance Program

I. Transportation Fee Waivers
   1. CIC Visiting Scholars
   2. Students in concurrent enrollment at the University of Illinois at Chicago or at Springfield
   3. Department of Children and Family Services dependents
   4. Illinois Teacher of the Year recipients

J. Transportation Fee Exemptions
   1. Students enrolled in Credit Ranges III or IV
   2. Students registered in absentia
   3. Students registered in study-abroad programs
   4. Students registered as participants in the official high school concurrent enrollment program
   5. Participants in the Enrich program
   6. Students registered in recognized off-campus programs
   7. Faculty or academic professional employees holding at least 25-percent time appointments for three-fourths of the semester, as defined in the section on tuition
   8. Staff members holding at least 50-percent time appointments for three-fourths of the semester, as defined in the section on tuition
   9. Employees (as defined in 7. and 8. above) holding appointments with the University of Illinois at Chicago or at Springfield
   10. Interinstitutional staff members
   11. Cooperating teachers, administrators, or field supervisors, as defined in the section on tuition
   12. Faculty, academic employees, or staff members of specifically identified related agencies
   13. University of Illinois faculty, academic professional, and staff retirees

K. Krannert Fee Waivers
   1. CIC Visiting Scholars
   2. Students in concurrent enrollment at the University of Illinois at Chicago or at Springfield
   3. Department of Children and Family Services dependents
   4. Illinois Teacher of the Year recipients

L. Krannert Fee Exemptions
   1. Students enrolled in Credit Range III or IV
   2. Students registered in absentia
   3. Students registered in study-abroad programs
   4. Students registered as participants in the official high school concurrent enrollment program
   5. Participants in the Enrich program
   6. Students registered in recognized off-campus programs
   7. Faculty or academic professional employees holding at least 25-percent time appointments for three-fourths of the semester, as defined in the section on tuition
   8. Staff members holding at least 50-percent appointments for three-fourths of the semester, as defined in the section on tuition
   9. Faculty, academic employees, or staff members of a specifically identified related agency
   10. Interinstitutional staff members
   11. Cooperating teachers, administrators, or field supervisors, as defined in the section on tuition
   12. Employees (as defined in 7. and 8. above) holding a combined appointment with the University of Illinois at Chicago or at Springfield
   13. University of Illinois faculty, academic professional, and staff retirees

M. SEAL, SORF, and SGA Waivers
   1. CIC Visiting Scholars
   2. Students in concurrent enrollment at the University of Illinois at Chicago or at Springfield
   3. Department of Children and Family Services dependents
   4. Illinois Teacher of the Year recipients

N. SEAL, SORF, and SGA Exemptions
   1. Students enrolled in Credit Ranges III or IV
   2. Students registered in absentia
   3. Students registered in study-abroad programs
   4. Students registered as participants in the official high school concurrent enrollment program
   5. Participants in the Enrich program
   6. Students registered in recognized off-campus programs
   7. Faculty or academic professional employees holding at least 25-percent time appointments for three-fourths of the semester, as defined in the section on tuition
   8. Staff members holding at least 50-percent time appointments for three-fourths of the semester, as defined in the section on tuition
   9. Employees (as defined in 7. and 8. above) holding appointments with the University of Illinois at Chicago or at Springfield
   10. Interinstitutional staff members
   11. Cooperating teachers, administrators, or field supervisors, as defined in the section on tuition
   12. Faculty, academic employees, or staff members of specifically identified related agencies
   13. University of Illinois faculty, academic professional, and staff retirees

56. Payment Requirement

A. Tuition and fees assessed for any semester, term, or summer session are due and payable in full by the deadline date indicated on the Registration Statement of Charges and Aid. The privilege of paying these charges by installment may be granted by the Office of Student Accounts and Cashiering. Students who do not make full or first installment payment by the scheduled due date shown on the statement will be assessed a $25 (subject to change) charge for late registration payment, which will be billed to their student accounts.

B. A delinquent service charge of 1.5 percent per month or a minimum monthly charge of $2, whichever is greater, is added to delinquent student accounts. The delinquent service charge is applied to all items charged to the student account and for which payment is delinquent. In addition, students with delinquent accounts exceeding the dollar limitation may be denied charging privileges.

57. Installment Payment Plan

A. The installment plan for the payment of tuition and fees, residence hall charges (single student housing only), and flight instruction fees requires that charges for each semester be collected in three installments, the first payable by the deadline date shown on the Registration Statement of Charges and Aid, and the remaining installments payable in each of the two following months. One-half of eight-week summer term charges is payable by the deadline shown on the Registration Statement of Charges and Aid, with the remainder payable during the following month. No installment payment plan is available for the four-week summer term.

B. The installment plan does not apply either to registration in extramural and correspondence courses or to specific students for whom this privilege has been denied.

C. Students electing the installment plan for payment of tuition and fees, residence hall charges, or flight instruction fees are assessed a finance charge of 1 percent of the amount deferred or a minimum of $2, whichever is greater.

D. An installment payment becomes delinquent on the first day of the month following the date that payment is due. Charging privileges may be denied and a delinquent service charge, defined in Rule 56.B, is added to delinquent student accounts and is applicable to all items charged to the student account and for which payment is delinquent.

E. Students who have been permitted to pay their tuition and fee charges on an installment basis and who later either withdraw from the University or reduce their registration to a lower credit range after the established refund deadline for an academic term are liable for the full amount of tuition and fees assessed.

58. Refunds of Registration Charges

A. Withdrawal from the University
   1. A student who, for reasons other than active military service or other approved national defense service, withdraws from the University on or before 60 percent of the enrollment period has elapsed shall receive a refund.

Assessed tuition, the service fee, the general fee, and the transportation fee are refunded on a pro-rata basis less 5 percent of the assessed amount or one hundred dollars ($100), whichever is less.

2. Students who withdraw from the University continue to be covered by student health insurance and are eligible to receive McKinley Health Center services until the close of the term if the fees for these services were originally assessed.
3. Before a refund is made to the student, the University must make a refund to appropriate financial aid programs providing assistance to the student. Students indebted to the University at the time of withdrawal will have the amount owed deducted from the amount of any refund available.
4. Students who either fail to withdraw officially from the University or withdraw following the refund period are responsible for payment of all tuition and fee charges billed. (See Rule 41.)

B. MBA Instructional Fee
A student who withdraws from the masters in business administration curriculum receives a pro-rata refund of the MBA Instructional Fee.

C. Flight Training
A student who withdraws from a flight-training or glider course receives a refund of the unused portion of flight-training, glider, or aviation course fees.

D. Students Dismissed
A refund to a student dismissed from the University during a term is on the same basis as indicated for a student who withdraws from the University.

E. Krannert Fee
A refund of the Krannert fee is available to those students who do not desire to participate during the fifth week of instruction in a semester.[1]

F. SEAL (Students for Equal Access to Learning) Fund
A refund of the SEAL Fee is available to those students who do not desire to participate during the seventh week of instruction in a semester.[1]

G. SORF (Student Organization Resource Fee)
A refund of the SORF is available to those students who do not desire to participate during the sixth week of instruction in a semester. (The fifth week of instruction in the eight-week summer term.)[1]

H. Withdrawal for Military and Other National Defense Service
In cases of withdrawal for active duty in the Armed Forces or other approved national defense service under the circumstances described in Rule 49, special refund provisions have been adopted by the University as follows:
1. *Withdrawal prior to credit allowance*, full refund, except for the nonrefundable Student Health Insurance Fee.
2. *Withdrawal during half-credit period*, half refund, except for the nonrefundable Student Health Insurance Fee.
3. *Withdrawal during full-credit period*, no refund.

I. Reduction of Program
Students who reduce their course enrollment to a lower credit range receive a refund of the full amount of the difference in tuition and fees, provided the changes are made during the first ten (10) days of instruction for a semester. For University academic terms of other lengths, refund periods are determined proportionately. The term *Timetable* contains the exact refund dates for these terms.[2] Thereafter, no refund is allowed. Credit ranges are found in Rule 50.

J. Cancellation of Registration
1. Students who cancel their registration as described in Rule 43 will not be charged tuition and fees.
2. Students who either have attended classes or have used campus services during a term may not cancel their registration. They must withdraw as described in Rule 48 and be subject to the refund regulations governing withdrawals.

K. Visitors
A person registered as a visitor who withdraws receives no refund of the visitor's fee.

[1]Refunds are given at the Office of Student Accounts and Cashiering, 100 Henry Administration Building.

[2]In cases of extenuating circumstances, such as medically documented serious illness or injury, exceptions to these refund periods may be made by the director of admissions and records, acting on a petition submitted by the student. Petition forms are available at Window 25, 100 Henry Administration Building.

STUDENT HEALTH INSURANCE PROGRAM

59. Student Health Insurance

A. The University Board of Trustees requires all students to be covered by health insurance, either through a program provided by the University or one determined to be equivalent to that offered by the University.

B. The Student Insurance Office is permanently located on the fourth floor of the Illini Union Bookstore at 807 South Wright Street, Champaign. From the first day of instruction for the fall and spring semesters and continuing through the second Friday of the term, the insurance office is located in room 314 of the Illini Union. The Student Insurance Office is located in the Henry Administration Building from the first day of instruction through the seventh day of instruction during Summer Term 2. During these times, all exemptions, reinstatements, and applications for coverage must be completed at these locations.

C. Students registered in classes for residence are charged a Health Insurance Fee. Students presenting evidence of equivalent medical insurance coverage (a copy of the insurance identification card, policy, schedule of benefits, plan booklet or notice on company letterhead from the employer or company certifying coverage of the student) may be exempt from the payment of the Student Health Insurance Fee upon approval of a petition submitted to the Student Insurance Office no later than the second Friday in a Fall or Spring semester and the seventh day of instruction in Summer Term 2. AN EXEMPTION MUST BE REQUESTED IN PERSON. A signed waiver and assumption of responsibility are also required. An exemption will continue in effect until such time as the student requests reinstatement to the plan or fails to respond to a request to reconfirm coverage by another health insurance plan.
1. Fall semester insurance coverage extends to the first day of instruction for the spring semester.
2. Spring semester insurance coverage extends to the first day of instruction for the Summer Term 2.
3. Summer Term 2 insurance coverage extends to the first day of instruction for the fall semester.

D. Married students may purchase student health insurance to cover spouses and dependent children upon application and payment of an additional premium prior to the second Friday in the fall and spring semesters or the seventh day of instruction in Summer Term 2. This may be done at one of the Student Insurance Office (see section B above). Application and premium payments must be made for each semester or term. Premiums for spouses and children may not be charged to student accounts.

E. Premiums for each semester or term may be found in the *Timetable*.

F. Petitions for exemption and reinstatement and applications for dependent or extension coverage must be accomplished IN PERSON. Items mailed to the Student Insurance Office or included with payments made by mail will be returned to the sender without action; such items must be resubmitted by the student IN PERSON within the stated deadline.

G. Students who have been covered by the Student Health Insurance Program during the fall semester and who do not enroll in the spring semester may elect to have their student insurance extended to the first day of instruction for the following Summer Term 2, by paying the insurance fee. Applications for extended student health insurance coverage must be made at the Student Insurance Office (see section B

above) during the period of December 1 through the second Friday of the spring semester. The insured's eligible dependents may also be included in this insurance coverage, provided insurance had been purchased and effective for them in the fall semester immediately prior to the spring semester for which extension is requested.

H. Students who have been covered by the Student Health Insurance Program during the spring semester and who do not enroll in the Summer Term 2 may elect to have their student insurance extended to the first day of instruction for the following fall semester by paying the insurance fee. Applications for extended student health insurance coverage must be made at the Student Insurance Office (see section B above) during the period of April 15 through the seventh day of instruction of the Summer Term 2. The insured's eligible dependents may also be included in this insurance coverage, provided insurance had been purchased and effective for them in the spring semester immediately prior to the Summer Term 2 for which extension is requested.

I. Students who have been covered by the Student Health Insurance Program during *Summer Term 2* and who do not enroll in the *fall semester* may elect to have their student insurance extended to the first day of instruction for the following spring semester, by paying the insurance fee in effect for the current academic year. Applications for extended student insurance coverage must be made at the Student Insurance Office (see section B above) during the period of July 15 through the second Friday of the fall semester. The insured's eligible dependents also be included in this insurance coverage, provided insurance had been purchased and effective for them in the Summer Term 2 immediately prior to the fall semester for which extension is requested.

J. Reinstatement Conditions
   1. Students who lose their other insurance may apply for reinstatement to the Student Health Insurance Plan. Enrollment is guaranteed if reinstatement is requested within 31 days of the loss of other insurance and a notice of such coverage termination from the insurance company or employer is provided.
   2. Reinstatement requests received more than 31 days following termination of other coverage are required to provide evidence of good health. If approved, coverage is effective the date of application and is subject to a preexisting condition limitation for the first 120 days of coverage.
   3. A full semester or term premium is required regardless of the effective date.

STUDENT RECORDS—GUIDELINES AND REGULATIONS GOVERNING ACCESS AND RELEASE

60. Authorization and Responsibility for Policy Implementation

A. It is University policy to comply fully with the Family Educational Rights and Privacy Act of 1974 (the Act). On November 13, 1974, the Board of Trustees authorized the president of the University to promulgate guidelines and regulations for discharge of the University's obligation under the Act to identify the responsibility for its implementation.

B. Except as otherwise provided in these Guidelines and Regulations, the responsibility for implementation of the Act is assigned to the chancellor.
   Among these responsibilities are:
   1. publication of parents' and students' rights and procedures under the Act;
   2. publication of the types of records kept and the names of the persons in charge;
   3. notification to students of directory information categories that may be released without the student's consent in each individual instance; and
   4. notification of a reasonable period of time during which currently enrolled students may indicate that any or all items of directory information should not be released without the student's prior consent.

C. The chancellor shall designate persons to perform the necessary functions.

61. Definitions

A. For the purpose of the Act, "student" is defined as a person who is or has been in attendance at the University of Illinois, and for whom the University maintains education records or personally identifiable information. The definition includes on-campus, extramural, and correspondence or work-study students, as well as alumni.

B. "Education records" are those records, files, documents, and other materials that contain information directly related to the student and are maintained by the University or by a person acting for the University. Under the Act, each student has the right to inspect his or her education records.
   1. So-called working notes are not regarded as the student's education record unless such notes are recorded for others to view.
   2. Furthermore, under the Act, students do not have access to the following:
      a. Parents' financial records
      b. Law enforcement records
      c. Medical, psychiatric, or similar records created or maintained by a physician, psychiatrist, psychologist, or other recognized professional acting in such capacity and in connection with the treatment of the student, provided, however, that such records can be personally reviewed by a physician or other appropriate professional of the student's choice
      d. Confidential letters and statements of recommendation, which were placed in the education records prior to January 1, 1975, if such letters or statements are not used for purposes other than those for which they were specifically intended

C. For currently enrolled students, "directory information" includes the student's name; addresses; telephone numbers; college, curriculum, and major field of study; class level; date of birth; dates of attendance and full- or part-time status; eligibility for membership in registered University honoraries; degrees, honors, and certificates received or anticipated; weight and height if the student is an athletic team member; participation in officially recognized activities and sports; and institutions previously attended.

D. For former students, "directory information" may include the student's name; date of birth; last known addresses and telephone numbers; college, curriculum, and major field of study; dates of attendance and full or part-time status; class level; honors; certificates or degrees earned at the University and the date(s) conferred; weight and height if the student was an athletic team member; participation in officially recognized activities and sports; and institutions previously attended.

62. Access to Student Records

A. Students: A student's record shall be made accessible to the student requesting access to his or her record within a reasonable time, but in no case more than forty-five days after the request for access has been made.

B. Parents (including legal guardians): Copies of student records will not be provided to parents without the student's prior written consent; however, parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954, may be granted access to the student's record without such consent under the following procedures:
   1. Any parent who in writing states that he or she is the parent of a student who was claimed as an exemption at the time of the filing of the last federal income tax statement may be sent a copy of the student's transcript upon payment of the regular fee.
   2. Any parent who in writing states that he or she is the parent of a dependent student (as defined in 1 above) may be given the same access to other records pertaining to the offspring as that available to the student.

C. Others
   1. A student's record may be released to others with the prior written consent of the student, specifying the records to be released, the reasons for such release, and to whom, with a

copy of the records to be released to the student if desired. In addition, a student's record may be released in compliance with judicial order, or pursuant to any lawfully issued subpoena, provided the student is notified of all such orders or subpoenas in advance of compliance therewith.

2. Otherwise, personally identifiable records of students may be released without the student's consent only:
   a. to other University officials, including faculty "who have legitimate educational interests";
   b. to officials of other schools or school systems in which the student intends to enroll, upon condition that the student is notified of the transfer, receives a copy of the record if desired, and has an opportunity for a hearing to challenge the content of the record;
   c. to those representatives of the federal government and the state who are identified in the Act, provided that any data so released are not to include information (including social security numbers) that would permit the personal identification of the students unless otherwise specifically provided by federal law;
   d. in connection with the student's application for, or receipt of, financial aid;
   e. to state and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974;
   f. to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer required for the purpose for which it is conducted;
   g. to accrediting organizations in order to carry out their accrediting functions; or
   h. by the dean of students or the emergency dean on duty, designated to act in an emergency to protect the health or safety of the student or other persons.
3. Records may be released, with or without the student's consent, to a third party only on the condition that the recipient will not permit others to have access to the personal information without the written consent of the student. With the exception of institutional officials described under section C.2.a above, persons desiring access to a student's record must sign a written form, available for inspection by the student and the official responsible for the record maintenance, indicating specifically thereon the legitimate educational or other interest for which the information is sought.
4. Custodians of records and other record-maintenance personnel shall have access to student records while performing the record-keeping function, without the necessity of executing access forms.

63. Regulations for Record Custodians

A. A student's request to see his or her record must be granted within a reasonable period of time, but in no case more than forty-five days after the request for access has been made.
   1. Students do not have access to financial records of parents.
   2. Students do not have access to law enforcement records.
   3. Law enforcement officers do not have access to education records of students (chapter V.C.1 and 2 of the Act).
   4. Students do not have access to medical or psychiatric records (chapter III.C.3 of the Act).

B. Confidential letters of recommendation received prior to January 1, 1975, are not subject to student access if used only for the purpose for which they were specifically intended.

C. Students or persons applying for admission may be permitted to sign a waiver of their right of access to confidential letters of recommendation received on or after January 1, 1975, respecting admission, application for employment, or receipt of an honor or honorary recognition. Waivers cannot be required as a condition for admission, financial aid, or any other services or benefits from the University. A student supplying such a waiver will, upon request, be notified of the names of all persons making confidential recommendations.

D. Requests by the University for letters of recommendation will not be solicited with University assurance of confidentiality and will include notice that confidentiality cannot be assured by the University, in view of the provisions of the Act.

E. Letters of recommendation submitted without University assurance of confidentiality will be considered a part of the student's record, and subject to student access as required by the Act.

F. Prior to the sixth day of instruction for a specific term, students have the right to request that directory information be kept confidential. Requests will be in force until the student requests the information no longer be restricted or the sixth day of instruction in a subsequent term in which the student is not registered (summer terms excluded). On the sixth day of instruction, all directory information that has not been restricted by the student may be released without the student's prior consent.

G. Students have the right to reproductions of their records if failure to provide copies would effectively prevent students from exercising the right to inspect and review their records. A charge not to exceed $1 per page may be made for this service. For retrieval or reproduction of computerized records, full administrative data-processing costs may be charged. Offices that charge the students are to keep in mind the regulations in chapter 6 of Business Procedures Manual on "Sales and Cash Collections."

H. A written record of access requests that have been processed must be maintained for as long as the record requested is maintained.

I. Every effort should be made to verify or correct any information that the student believes is misleading, inaccurate, or otherwise in violation of the student's privacy or other rights. If a dispute cannot be settled by the custodian, the student may request the appropriate dean, director, or his or her designee to resolve the matter. If the conflict cannot be resolved at that level, the student may request a hearing before a panel appointed by the chancellor.

64. Classification, Locations, and Custodians of Student Records

A. Records available to students fall within the following three classifications:
   1. Biographical data, including but not limited to:
      a. Name and addresses of student
      b. Student's birth date and place
      c. Name and address of parent(s) or guardian(s)
   2. Application data, including but not limited to:
      a. High school transcript
      b. Class rank and test scores
      c. Transfer courses and grades
      d. Solicited and unsolicited correspondence
      e. Summary of interviews and/or auditions
   3. Matriculation data, including but not limited to:
      a. New student test results
      b. Cumulative record of courses
      c. Grades and other evaluations
      d. Proficiency, probation, and other related information
      e. Summary of conferences
      f. Fellowship and assistantship appointment records
      g. Irregular attendance reports
      h. Honors received
      i. Disciplinary records including sanctions, if any

B. Student records and record custodians are located as follows:
   1. Admissions and Records, Office of: Director, 176 Henry Administration Building
   2. Agricultural, Consumer and Environmental Sciences, College of: Associate Dean, 104 Mumford Hall
   3. Applied Life Studies, College of: Associate Dean, 107 George Hutt Hall
   4. Aviation, Institute of: Assistant Director, Academic Office, Airport

5. Medicine, College of, at Urbana-Champaign: Assistant Dean, 195 Medical Sciences Building
6. Administrative Information Systems and Services, Urbana-Champaign Office of: Assistant Director, 54 Henry Administration Building
7. Commerce and Business Administration, College of: Associate Dean, 214 David Kinley Hall
8. Communications, College of: Associate Dean, 119 Gregory Hall
9. Continuing Education and Public Service, Office of: Associate Director, Suite 202, 302 East John Street, Champaign
10. Dean of Students
    a. Career Services Center: Director, 310 Turner Student Services Building
    b. International Student Affairs: Director, 510 East Daniel Street, Champaign
    c. Health Service: Director, 247 McKinley Health Center
    d. Health Professions Information Office: Director, 901 West Illinois Street, Urbana
    e. Counseling Center: Director, 206 Turner Student Services Building
    f. Student Financial Aid, Office of: Director, 420 Turner Student Services Building
    g. Student Services: Dean, 300 Turner Student Services Building
11. Education, College of
    a. Undergraduate Programs Office: 120 Education Building
    b. Coordinator of Graduate Study: 110 Education Building
    c. Educational Placement Office: 140 Education Building
12. Engineering, College of: Associate Dean, 207 Engineering Hall
13. Fine and Applied Arts, College of: Associate Dean, 116 Architecture Building
14. Graduate College: Admissions and Records, Window 25, 100 Henry Administration Building
15. Labor and Industrial Relations, Institute of: Assistant to the Director, 205 Labor and Industrial Relations Building
16. Law, College of: registrar, 201 Law Building
17. Liberal Arts and Sciences, College of: Associate Dean, 270 Lincoln Hall (When appropriate, college offices may refer students to departmental offices.)
18. Library and Information Science, Graduate School of: 112 Library and Information Science Building
19. Military Education Council
    a. Air Force Aerospace Studies, Department of: Commandant, 223 Armory
    b. Military Science, Department of: Commandant, 110 West Armory
    c. Naval Science, Department of: Commandant, 236 Armory
20. Social Work, School of: Assistant Dean, 1207 West Oregon Street, Urbana
21. Student Discipline, Senate Committee on: Executive Director, 300 Turner Student Services Building
22. Veterinary Medicine, College of: Associate Dean, 2271g Veterinary Medicine Basic Sciences Building

65. Procedures for Student Access and Challenge

A. Gaining access to the record:
   1. Go to designated office for help in locating record(s);
   2. Make written request to the custodian(s) of the record(s);
   3. Examine record(s).

B. Challenging the contents:
   1. If a student's challenge cannot be satisfied by the record custodian, the student may appeal to the following, or his or her designee:
      a. Law students, dean of the College of Law.
      b. Veterinary medicine students, dean of the College of Veterinary Medicine.
      c. Medical students, director, College of Medicine at Urbana-Champaign.
      d. Graduate students, dean of the Graduate College.
      e. Undergraduate students, dean of the college regarding academic matters; dean of students regarding nonacademic matters.
   2. If no resolution can be effected, the matter will be referred to the chancellor's hearing panel.

66. Chancellor's Hearing Panel

A. General principles:
   1. Request for a hearing must be specific to a record, be submitted in writing, and include an explanation or justification of the request for a hearing.
   2. Once a hearing has been held in accordance with some other University activity by a duly constituted board or committee, no additional hearing on the content of a record will be allowed. The existing hearing processes (capricious grading, student disciplines) already provide for an opportunity to add to, correct, or otherwise modify that record.
   3. After consultation with appropriate student and faculty groups, the chancellor will appoint a hearing panel.
   4. Decisions reached by the hearing panel will be final; there is no further appeal within the University.

B. Hearing panels shall operate in accordance with the following guidelines:
   1. Hearings will not be open to the public.
   2. Neither party, nor representatives thereof, shall serve on the panel.
   3. Decisions of the hearing panel will be by majority vote.
   4. Results of the hearing will be communicated in writing to the student and the custodian.

67. Disposal of Inactive Records

With the exception of placement office files, the permanent ledger file, and computer-based records useful for research purposes, all student records shall be reviewed within five years of the last academic term in which they were considered active files. At the time of this review, files should be cleared of all correspondence, interview notations, and other items of short-term significance. All records other than placement files and the permanent ledger file shall be destroyed[1] on or before the tenth anniversary of their withdrawal from active status.

68. Release of Student Information and Academic Records by the Office of Admissions and Records

A. All Students
   1. To Agencies or Persons outside the University
      The following policies and procedures govern the release of student information by the Office of Admissions and Records to persons outside the University.
      a. The University may release information concerning current or former students that appears in directories and publications available to the public without the student's consent except when requested by the student to hold such information confidential. For currently enrolled students, this information includes the student's name; addresses; telephone numbers; college, curriculum, and major field of study; class level; date of birth; dates of attendance and full- or part-time status; eligibility for membership in registered University honoraries; degrees, honors, and certificates received or anticipated; weight and height if the student is an athletic team member; participation in officially recognized sports; and institutions previously attended. For former students, this information may include the student's name; date of birth; last known addresses and telephone numbers; college, curriculum, and major field of study; dates of attendance and full- or part-time status; class level; honors, certificates, or degrees earned at the University and the date(s) conferred; weight and height if the student was an athletic team member; participation in officially recognized activities and sports; and institutions previously attended.
      b. Transcripts are released only by written request to whomever a student or former student designates.

[1]Destroyed subject to approval and procedures of the University archivist or federal and state laws. In any case, records will be inaccessible for normal use.

c. Upon written authorization of the student concerned, individuals may view a student's records in the Office of Admissions and Records or may have the information sent to them. A document, signed by the student, listing the University of Illinois as a reference, is considered written authorization.

d. The director of admissions and records may release student academic information to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. Such studies must be conducted in such a manner as will not permit the personal identification of students and their parents by persons other than those conducting the study, and such information must be destroyed when no longer needed for the stated purpose.

e. The director of admissions and records may release student academic information in the support of financial assistance without the student's written consent.

f. Copies of student records will not be provided to parents without the student's prior written consent; however, parents of a dependent student, as defined in section 152.f of the Internal Revenue Code of 1954, may be granted access to the student's record without such consent under the following procedures:

i. Any parent who in writing states that he or she is the parent of a student who was claimed as an exemption at the time of the filing of the last federal income tax statement may be sent a copy of the student's transcript on the payment of the regular fee.

ii. Any parent who in writing states that he or she is the parent of a dependent student may be given the same access as the student to other records.

2. To Agencies or Persons within the University

a. All requests to the Urbana-Champaign Office of Administrative Information Systems and Services from individuals, departments, and/or groups of departments, except the offices of the president, the vice-presidents, the chancellor, or Bureau of Institutional Research, for data based on confidential records of students in a particular college, must first be cleared through the appropriate college office.

b. Requests involving students in more than one college must be cleared through the director of admissions and records.

3. Grade Reports
Reports of final grades for each semester and summer session are furnished to all students.

4. Credentials Presented from Other Sources
All academic credentials presented to the University of Illinois become the property of the University and are not subsequently released to the student or to another individual or institution.

B. Undergraduate Students

1. Scholastic Progress of Students: Professional staff members in the college offices or academic departments may discuss scholastic progress with parents or guardians of the student.

2. Notification of Drop or Probationary Status:
Undergraduate students are requested to share the Notification of Drop or Probationary Status with their parents or guardians.

GRADES AND GRADING SYSTEM

69. Academic Work Report Requirements

A. Faculty members have the responsibility to provide the University with an individual evaluation of the work of each student in their classes. Final course grades are entered on the student's permanent University record at the close of each semester, term, or session.

B. College faculties may require reports from each instructor during each semester, at times designated by the dean, upon the work of all freshmen and unclassified students and, if called for by the dean, upon all other students whose work is presumably below C.

C. Reports of midsemester grades are required upon the work of all freshmen. They are not entered on the student's permanent University record.

70. Grading System—Grades Authorized for All Colleges

Excellent (A+, A, A-); Good (B+, B, B-); Fair (C+, C, C-); Poor (D+, D, D-) (lowest passing grade); Failure (F) (not acceptable for degree credit), including courses dropped for academic irregularities (see Rule 33); Absent from the final examination without an acceptable excuse (Ab) (counts as a failure, not acceptable for degree credit). If a student is absent from a final examination, and it is clear that taking that examination could not have resulted in a passing grade for the course, a grade of F may be given instead of Ab.

71. Computation of Scholastic Averages

A. Numerical Values

Grade	Honor Points	Grade	Honor Points
A+	4.00	C+	2.33
A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	0.67

F Failure (including courses dropped for academic irregularities) = 0.00

**F F by rule. Grade of "F" on the letter scale = 0.00

B. Undergraduates
A uniform method for calculating undergraduate grade-point averages has been established for all undergraduate colleges on the Urbana-Champaign campus. These averages are calculated on the basis of all courses attempted for which grades and credits are assigned and that carry credit in accordance with the *Courses* catalog. Since courses offered by the religious foundations on or near the Urbana-Champaign campus are not official University courses and are not included in the *Courses* catalog, the grades earned in such courses will not be included in the calculation of any grade-point averages. Grades of S, U, CR, NC, and Pass are reported on the official University transcript but are not included in the grade-point averages since grade-points are not assigned to these letter grades. This method of calculation is used to determine honors, probationary and drop status, financial aid and scholastic awards, and transfer between colleges on this campus. For the purpose of computing a grade-point average for graduation, only the grades received in those courses counting toward the degree, including grades in repeated courses, are included in the average. (See also Rule 91.)

C. Graduates
In calculating the grade-point average of a graduate student, only courses taken for unit credit and with grades of A through F are included in the computation. To be eligible for an advanced degree a graduate student must have a grade-point average of at least 2.75. Some departments require a higher average.

72. Other Grade Symbols in Use

Other symbols in use, which are not included in computation of averages, are:

A. IP — Course in Progress.

B. Miss — Missing grade.

C. ** — Used for courses in which no grades are recorded such as transfer credit, religious foundation courses, etc.

D. W — Approved withdrawal without credit.

E. Ex — Temporarily excused. Approved extension of time to complete the final examination or other requirements of the course. Applies to both undergraduate and

graduate students. (Entitles the student to an examination later without fee, or to additional time to complete other requirements of the course. The final grade must be reported on the Supplemental Grade Report Form.)

1. Undergraduate Students
   Only the dean of the student's college may authorize such extension of time in individual cases. A grade of "excused" that is not removed by the end of the first eight weeks of instruction in the next semester in which the student is enrolled on the Urbana-Champaign campus becomes the grade of F. (Consult the *Timetable* for exact date.) If the student receiving the excused grade does not reenroll on the Urbana-Champaign campus, the excused grade, if not removed, becomes an F after one calendar year. With the approval of the dean of his or her college, the student who has not made up an "excused" examination may be withdrawn from the course retroactively, provided such withdrawal is completed before the grade of "excused" automatically becomes a grade of F. In exceptional cases, a student who, because of absence for active military service, physical disability, or other sufficient cause, is unable to comply with the rule by removing the Ex grade within the specified time may be granted a limited extension by the dean of his or her college. A student whose status cannot be determined because of "excused" grades may register again only with the approval of the dean of his or her college. (See Rules 48 and 82.)
2. Graduate Students
   An "excused grade" must be replaced by a letter grade no later than the end of the next semester in which the student is registered or it automatically becomes an F grade. If the student does not enroll the following semester, the excused grade becomes an F after one year. Reasonable extensions of time are granted by the Graduate College for justifiable reasons.

F. **F — Grade F has replaced grade Ex or Df because of student's failure to comply with time limitations.

G. CR — Credit earned. To be used only in courses taken under the credit-no credit grading option. Instructors report the usual letter grades. Grades of A, B, and C will automatically be converted to CR. Prior to spring semester 1975, CR was assigned for course work taken through the Study Abroad Program with a grade of D or better.

H. NC — No credit earned. To be used only in courses taken under the credit-no credit grading option. (Instructors report the usual letter grades. Grades of D, F, or Ab will automatically be converted to NC.)

I. Df — Grade temporarily deferred. To be used only in those thesis, research, and special problems courses extending over more than one semester that are taken by graduate students as preparation for the thesis and by undergraduate students in satisfaction of the requirements for graduation with honors, and in other *approved courses that extend over more than one semester.*

Requests for approval to use the Df grade in courses that extend over more than one semester, which therefore require postponement of the final grade report, must be submitted in writing by the executive officer of the department offering the courses to the dean of the college for concurrence. A copy of the approval will be sent to the Office of Admissions and Records, which maintains a list of all courses approved for the Df grade.

Graduate students: The symbol Df in courses other than thesis (499) must be converted to a permanent grade no later than the end of the next semester in which the student is registered. If no grade change is submitted within that period, the Df will be converted to an F by rule. The Df symbol for thesis courses (499) stands indefinitely until a Supplemental Grade Report Form is submitted by the adviser at the completion (successful or unsuccessful) of the thesis.

J. S — Satisfactory.

K. U — Unsatisfactory. To be used only as final grades in graduate thesis research courses, in graduate and undergraduate courses given for zero credit, and in other courses that have been specifically approved by the head or chairperson of the department concerned, with concurrence of the college dean. A current list of courses that have received such approval is maintained in the Office of Admissions and Records. *The fact that a particular course or a section of a course will be offered on the S/U basis must be clearly announced in the* Timetable *along with other pertinent course or section information.*

L. O — Outstanding. To be used only as a final grade in Medical Sciences courses.

M. Pass — A minimum grade of C on the letter is used for all test-based credit.

N. Fail — To be used only in courses attempted but not passed by special examination. (Failures in proficiency examinations are not reported. However, some departments keep records and may prohibit the student from retaking the examination.)

73. Credit-No Credit Grading Option

The credit-no credit grading option is designed to encourage student exploration into areas of academic interest that they might otherwise avoid for fear of poor grades. All students considering this option are cautioned that many graduate and professional schools consider applicants whose transcripts bear a significant number of nongrade symbols less favorably than those whose transcripts contain none or very few. Likewise, in computing a preadmission grade-point average, some of these schools may convert the NC symbol to a failing grade since they do not know whether the actual grade was a D or F.

A. All Students
   1. Credit-no credit courses are not counted toward the grade-point average but are included as part of the total credit hours.
   2. Instructors are not informed of those students in their classes who are taking work under the credit-no credit option, and they report the usual letter grades at the end of the course. These grades are automatically converted to CR or NC.
   3. Grades of C- or better are required in order to earn credit.
   4. Final grades of CR or NC (for credit or no credit) are recorded on the student's permanent academic record and subsequently will not be changed to letter grades.
   5. Correspondence course students may elect the credit-no credit option prior to completion of one-eighth of the lessons contained in the course; however, should they desire to return to a letter grade, an amended credit-no credit form must be filed prior to completion of one-half of the lessons.
   6. Courses taken under the credit-no credit option, either in residence or in correspondence, may be dropped only in accordance with the normal procedures for dropping courses.

B. Undergraduate Students
   1. Any undergraduate student on clear status may elect the credit-no credit option.
   2. To elect the credit-no credit option, students must obtain the approval of their adviser or, in the case of a correspondence course, their adviser or college office.
   3. Students who are placed on probation after enrolling must change their program to eliminate the credit-no credit option.
   4. A maximum of 18 semester hours earned under the credit-no credit option may be applied toward a degree at the Urbana-Champaign campus of the University. A correspondence course taken on a credit-no credit basis will be included in the 18 semester hour maximum credit-no credit limit allowed. A full-time student may take a maximum of two courses each semester under the credit-no credit option. Part-time students may take one course each semester under this option. Summer session students may take one course under the credit-no credit option.

5. Any lower- or upper-division course may be chosen under the credit-no credit option except courses used to satisfy the University's general education requirements, courses designated by name or area by the major department for satisfying the major or field of concentration, or those specifically required by name by the college for graduation.
6. In cases of subsequent change of major or field of concentration, courses previously taken under the credit-no credit option in the new field may qualify for meeting major requirements.
7. An undergraduate student must choose between the graded option and the credit-no credit grade option prior to the midpoint of the course (the end of the eighth week in a sixteen-week term). The credit-no credit option form must be properly approved and deposited in the college office.

C. Professional Students
1. Students in the Colleges of Law and Veterinary Medicine may elect the credit-no credit option only in undergraduate courses not required as part of the professional curriculum.
2. A student in either the College of Law or the College of Veterinary Medicine must choose between the graded option and the credit-no credit grade option prior to the midpoint of the course (the end of the eighth week in a sixteen-week term). The credit-no credit option form must be properly approved and deposited in the college office.

D. Graduate Students
1. Graduate students may elect the credit-no credit option through the last day allowed for dropping a course without academic penalty. Students may elect to return to the regular grade basis by filing an amended request by the deadline date for dropping a course without academic penalty as indicated in the Graduate College calendar. The credit-no credit option form must be properly approved and deposited with the Office of Admissions and Records, Room 100, Window 25, Henry Administration Building.
2. The student's adviser must approve the election of this option in accordance with the policy established by the major department.
3. Over the entire course of a degree program, a student must earn at least two units of graded (A-D) course work for each unit of credit-no credit course work. In any one semester, a student may take no more than one unit on a credit-no credit basis. Units transferred from another university cannot be used as part of the "graded course work."
4. If a student is admitted on a limited basis, or if a student falls below the Graduate College minimum grade-point average of 2.75 (or below the departmental minimum grade-point average) and is placed on a limited status, he or she will not be allowed to register for credit-no credit course work for units until the grade-point average has been raised to the minimum and the limited status designation has been removed.

74. Grade Corrections—All Students

A student's grade incorrectly reported may be changed by the instructor concerned with the approval of the executive officer of the department in which the course is offered. (Exception: an Ab grade may be changed to a letter grade only with the additional approval of the dean of the college in which the student was registered at the time the original grade was assigned.) The regular supplemental grade report form is used to report the changed grade; all copies of the form must be submitted to the student's college office.

TRANSCRIPTS OF COURSES AND GRADES

75. Availability

A. Students who have paid their University fees and charges are entitled to receive, upon written request, a transcript of their academic records. Upon graduation, or withdrawal from the University, students with outstanding loans will not be issued a transcript until they have completed an exit interview with the Office of Business Affairs. Transcripts that are provided directly to students are marked "Issued to Student" to distinguish them from transcripts that are sent by the Office of Admissions and Records to other recipients. Each transcript includes a student's entire academic record to date and current academic status. Partial transcripts are not issued. The charge for an official transcript of $5 per copy. The charge for a written certification of enrollment or other data is $4 per copy. The charge for additional copies *ordered at the same time and sent to the same address or picked up* is $2 per copy.

B. Transcripts issued at the request of students for whom possible disciplinary action is pending are followed by a corrected transcript issued without charge to the original recipient showing the final status in the event that the student involved is subsequently placed on disciplinary probation, is deferred readmission to the University of Illinois until the student appears before the appropriate hearing body, or is dismissed from the University as a result of the pending action.

C. Transcripts are normally produced and distributed within two working days of the receipt of a written request. A student requesting a transcript near the end of a term must specify that the transcript not be released prior to the posting of final grades for that term. Final grade posting normally occurs approximately thirty days after the end of the final examination period.

76. Information Appearing on All Transcripts

A. Student's name

B. Social security number

C. Date entered University

D. Birth date

E. Degree and the date graduated from the University of Illinois

F. Recognition as a James Scholar

G. Honors recognition—Bronze Tablet, Dean's List

H. Name and location of high school of graduation

I. For students admitted at the graduate level, the name of the college or university from which they graduated, with the degree conferred and date awarded.

J. Courses, hours of credit, and grade-point average, listed by semester

K. When a student changes his or her college and/or curriculum of enrollment, the new college and/or curriculum is recorded on the student's record in the semester in which the change is effective.

L. When a student withdraws during a term, the withdrawal date is recorded on his or her record at the end of the term.

77. Other Notations Appearing on Transcripts

(The grading system is described in Rule 70.)

A. E — (Immediately preceding the course number.) Credit earned in courses conducted by University faculty members and directed primarily to a continuing education audience.

B. R — (Immediately preceding the course number.) Graduate resident credit earned in *extramural* off-campus classes conducted by regular University faculty members.

C. X — (Immediately preceding the course number.) Credit earned in *correspondence* courses conducted by regular University faculty members and administered by the Division of University Extension.

D. * — (Immediately following a credit entry.) Credit earned by proficiency or special examination.

E. H — (Immediately preceding a course number.) Honors course as certified by the department offering the course.

F. & — (Immediately preceding a course number.) Honors course as certified by the University Honors Program.

G. VISITOR — (In place of credit amount.) Indicates attendance as a visitor only and not as a participant in any part of the course activities.

78. Description and Definition of Information Appearing on Transcripts

A. Student Status
Student status is determined on the basis of a student's academic performance and conduct. A student is in good standing and eligible to return unless there is a notation of a drop status or disciplinary action in the lower right corner, above the registrar's signature.

B. Credit
1. Undergraduate credit is recorded in semester hours. Each semester hour represents one fifty-minute period of classroom work each week for the duration of one semester of sixteen weeks (two periods of classroom work per week during an eight-week summer term), or the equivalent in laboratory, field work, or approved independent study.
2. Graduate credit is recorded in semester units and is identified by this symbol () immediately following the credit entry. Each semester unit of graduate work is considered equivalent in quantity of classroom work to four semester hours.

C. Transfer Credit
1. *Undergraduate credit* earned at another accredited university or college and accepted by the University of Illinois is recorded in semester hours. Grades earned are not indicated.
2. *Graduate credit* earned at another accredited university or college and accepted by the University of Illinois is recorded in units and identified by generic name and the academic discipline to which the credit applies. The grade value of accepted transfer credit is indicated as "Sat.," for satisfactory, without differentiation by letter grade, except for courses transferred for work taken at the University of Illinois at Chicago or at Springfield or as a CIC Traveling Scholar. Total accepted transfer credit is indicated parenthetically in the course number column on the last line of the entry.
3. If a student is not currently enrolled and has earned 90 or more semester hours in residence at the University of Illinois at Urbana-Champaign uninterrupted by any work in another institution, credit earned elsewhere and submitted to the Office of Admissions and Records for the purpose of fulfilling degree requirements will be evaluated and recorded on his or her permanent record. The official transcript must be sent directly from the institution attended and accompanied by a letter from the student requesting that the credit be added to his or her record for degree purposes.

D. Course Numbering System
1. Courses numbered 100-199 are intended primarily for freshmen and sophomores although they may be taken by juniors and seniors. In certain instances they may be taken by graduate students to make up undergraduate deficiencies, but they may not be taken for graduate credit.
2. Courses numbered 200-299 are intended for undergraduate students who satisfy the published prerequisite(s), if any. In certain instances they may be taken by graduate students to make up undergraduate deficiencies, but they may not be taken for graduate credit.
3. Courses numbered 300-399 are intended primarily for juniors, seniors, and professional and graduate students who satisfy published prerequisite(s), if any. Only graduate students and certain seniors with Graduate College approval may receive graduate credit (expressed in units).
4. Courses numbered 400-499 are available for professional and graduate students, and certain seniors with Graduate College approval to register for graduate credit (expressed in units).

ACADEMIC PROGRESS AND PROBATION AND DROP RULES

79. Academic Progress

A. The progress of the student toward a degree is the concern of the dean of the college in which the student is enrolled.

B. A student whose progress is unsatisfactory is subject to action by the dean of the college in which the student is registered under general provisions adopted by the faculty.

80. Probation and Drop Rules—Undergraduate Students

A. The following probation and drop rules apply in all undergraduate colleges on the Urbana-Champaign campus. They do not apply in the Institute of Aviation, the Graduate College, or the professional Colleges of Law and Veterinary Medicine. (See Rule 68.B on notification.)
1. Probationary status serves as a warning to the student that unless his or her scholarship improves, the student is subject to the drop rules.
2. Probation and drop rules are based on the University of Illinois semester average or on one of the following averages that governs graduation: (1) University of Illinois cumulative average; (2) combined average of the University of Illinois grades and grades in transfer courses. (See Rule 71 on computation of scholastic averages.)

B. Probation Rules
The following regulations shall be used to determine a student's probationary status, provided drop rules do not apply:
1. BEGINNING FRESHMEN (LESS THAN 12 SEMESTER HOURS COMPLETED AT TIME OF ADMISSION)
A beginning freshman who does not earn at least a 2.0 (C) average in his or her first semester or during intersession and/or summer session is placed on a 2.0 probation for the next semester or intersession/summer session in which the student is registered. (Code: P1)
2. STUDENTS OTHER THAN BEGINNING FRESHMEN
   a. A student whose cumulative average is 2.0 or better and who does not earn at least a 2.0 average in any semester or during intersession and/or summer session is placed on a 2.0 probation for the next semester or intersession/summer session in which he or she is registered. (Code: P2)
   b. A student whose cumulative average is 1.75 to 1.99 inclusive is placed on a 2.75 probation. (Code: P3)
   c. A student whose cumulative average is less than 1.75 is placed on a minimum 2.33 probation. (Code: P4)
   d. A student may be placed on a "probationary status" at any time when, in the judgment of the college, his or her scholastic record warrants such action. Likewise, the probation rules may be waived when, in the judgment of the college, a student's scholastic record indicates that the warning provided by the probationary status is unwarranted. (Code: P5, P6, P7)
3. Scholastic probationary status at the University of Illinois may not be cleared by attendance at another institution except by special action of the dean of the student's college.
4. Transfer work averages below C level may result in a student being placed on probation if the combined average does not reflect a 2.0 standing.
5. Removal from probation. Students on academic probation for failure to maintain the minimum grade-point average are returned to good standing upon obtaining a cumulative grade-point average of 2.0 (C = 2.0) or better.

C. Drop Rules
The following regulations shall be used to determine if a student is to be dropped from the University.
1. A student is dropped if he or she fails to earn at least a 1.0 (D) average in any academic semester (not including summer session). (Code: D1)
2. A student on probation who fails to meet his or her established probation level is dropped unless the student has achieved at least a 2.0 average or better for that semester and his or her cumulative average is at least 2.0. (Code: D2)

3. A student who fails to make satisfactory progress toward a degree is dropped. (Examples would be the repeated failure of a required course or failure to meet other conditions for continuation in the curriculum.) (Code: D3)
4. A nondegree or part-time student who fails to complete the conditions of admission or continuation. (Code: D4)

Note: The drop rules may be waived when, in the judgment of the student's college, his or her scholastic record warrants such action.

81. Probation and Drop Rules—Students in the Professional Veterinary Medicine Curriculum

All grades will conform to University practice and regulations. Grade-point averages used to determine probation and drop status will include only grades received in required (core) courses in the professional curriculum. At the conclusion of each semester or summer session, the Office of Academic and Student Affairs will review the scholastic records of students and determine which students will be permitted to enroll for the next semester or summer session. Students who are dropped or placed on probation because of scholastic deficiencies will be notified and informed of their rights of petition.

A. Probation Rules
   1. A student will be placed on probation for the next semester or summer session for which he or she registers if his or her average in required (core) courses (semester or cumulative) falls below 2.0. (Code: P1)
   2. A student who fails a required course but successfully passes a special examination to remove the failure will receive a grade of D in the course and will be placed on academic probation; or a student who has been dropped from the college and is readmitted with additional conditions stipulated by the College Scholastic Petitions Committee will be placed on academic probation. (Code: P3)
   3. Removal from probation. If at the end of a semester on probation a student's grade-point average in required (core) courses for that semester is 2.0 or above and cumulative grade-point average for all required (core) courses in the veterinary curriculum is 2.0 or above, he or she will be removed from probation unless additional conditions stipulated by the College Scholastic Petitions Committee have not been met.

B. Drop Rules
   1. Any student who fails a required course is dropped from the college. He or she may request a special examination to make up the failure by petitioning the office of the Associate Dean for Academic Affairs within 5 working days of receipt of notification of the failure. Approval for a special examination will be at the discretion of the instructor(s) of the course in consultation with the Associate Dean for Academic Affairs and the head of the department concerned. If the student successfully passes the special examination, a grade of D will be recorded, and the student will be allowed to continue to the next semester on probation. (Code: P3)

      A student who drops or fails one or more of the required courses in the veterinary curriculum but remains in good standing in the University will not continue in the program or repeat the course or the year except on successful petition to the Scholastic Petitions Committee.

      Thus, a student may not advance to the next unit or semester's work until he or she has passing credit for all previous required courses in the veterinary curriculum. (Code: D1)
   2. If at the end of a semester on probation, a student has failed to be removed from that status, the student will be dropped from the college and University for poor scholarship. (Code: D2)
   3. If at the end of the first semester of the second year the cumulative grade-point average in core courses of any student coded P2 is less than 2.0, or if he or she fails to meet other conditions stipulated by the Scholastic Petitions Committee, the student will be dropped from the college. (Code: D3)
   4. A student whose cumulative grade-point average in core courses falls below 2.0 at the end of the second year of the curriculum will be dropped from the college for poor scholarship. (Code: D4)

C. Re-entry

Students who withdraw from the college or who are dropped for poor scholarship may be allowed re-entry only by action of the Scholarship Petitions Committee. The committee will define the conditions of reinstatement. Petitions for reinstatement following dismissal for disciplinary reasons must be submitted to and acted upon by the Subcommittee on Student Conduct for Veterinary Medicine Students.

EXAMINATIONS

82. Final Examinations

The following regulations will be applied in the context that the University must reasonably accommodate a student's religious beliefs, observances, and practices in regard to the scheduling of final examinations if the student informs his or her instructor of the conflict within one week after being informed of the examination schedule. Any student may appeal an adverse decision. (See Rule 24.)

A. Information governing final examinations is found in the *Academic Staff Handbook* and other rules in this *Code*.

B. All Students
   1. *Requirement for final examinations:* Final examinations will be given during the scheduled final examination period for each course, except in a course that has a character that renders a final examination unnecessary or impracticable. The head or chairperson of the academic department in which the course is offered determines when a final examination is not required.
   2. *Change in final examination schedule:* The Schedule of Final Examinations for the Institute of Aviation and all colleges (except Law and Veterinary Medicine) is prepared and published by the Office of Admissions and Records. Instructors must give final examinations at the time specified in the Schedule of Final Examinations unless a change is approved *in advance* by the office of the vice-chancellor for academic affairs. Requests for change should be submitted through the executive officer of the department in which the course is offered and the dean of the appropriate college. Permission will not be granted to those instructors wishing to change final examinations to a time outside the final examination week.
   3. *Take-home final examinations:* If take-home final examinations are assigned, they are to be submitted at the time and date of the regularly scheduled final examination. If instructors wish to depart from this practice, they must follow the procedure for changing the final examination schedule as outlined in the preceding item.
   4. *A student having more than two consecutive examinations:* No student should be required to take more than two consecutive final examinations. In a semester, this means that a student taking a final examination at 8:00 a.m. and another at 1:30 p.m. on the same day cannot be required to take an examination that same evening. However, the student could be required to take an examination beginning at 8:00 a.m. the next day. Similarly, a student having a final examination at 7:00 p.m. one day and another at 8:00 a.m. the next day cannot be required to take an examination at 1:30 p.m. that second day. Any student having more than two consecutive final examinations is entitled to rescheduling as follows *if he or she takes the following action no later than the last day of classes:*
      a. The student must investigate whether a conflict examination is being held at another time for any of the examinations involved.

         Note: Instructional staff members are urged to announce any conflict final examinations by the last day of classes.
      b. If a conflict examination has been scheduled for any of the courses, the student must take one or more of these conflict examinations. If conflict examinations are

offered for more than one course, the student must take the conflict for the course that has the largest number of students.

c. If no conflict examinations have been scheduled, the student must contact the instructor of the course having the largest number of students. *The contact must be made no later than the last day of classes,* and that instructor must provide a makeup examination.

5. Normally in a semester several combined-sections, conflict, and noncombined examinations are given at the same time. As a guide to resolving conflicts, an order of priority has been established within each examination period, and a student should resolve a conflict using the published examination schedules and the following priority guidelines.
   a. National and state professional examinations (e.g., CPA, actuarial science, Architecture Registration Examination) take priority over campus final examinations. An instructor must offer a conflict examination to a student scheduled to take a national or state professional examination and a campus final examination at the same time.
   b. A noncombined course examination has precedence over any combined-sections or conflict examination.
   c. As between courses on the combined-sections/conflict final examinations schedule, a course in Group (1) has precedence over all other combined-sections/conflict examinations scheduled for that time period; a course in Group (2) has precedence over those in Group (3), and so forth. *All courses within a same group have equal priority, and conflicts within a group must be resolved by the instructors and departments involved.*
   d. A department offering a combined-sections final examination must provide a conflict examination if required to accommodate student conflicts.

C. Undergraduate Students
   1. Undergraduate students must obtain the approval of the dean of their college to defer a final examination. Undergraduate students who must miss a scheduled examination should report this fact to the dean of their college as soon as possible and before the examination period.
   2. For satisfactory reasons, students may be "excused" by the dean of their college and examined later by their instructor. (See Rule 72.E.) Absence from a final examination for any other cause is reported as a final grade of "absent" in the course and counts as a failure. (See Rule 70.)

D. Graduate Students
   1. Graduate students who are unable to take a final examination at the scheduled time or to complete other requirements of a course must make individual arrangements with the instructor. (See Rule 72.E.)
   2. Approval of this deferment by the dean of the Graduate College is not required. (See Rule 78.)

83. Evening, Midterm, and Hourly Examinations—All Students

The following regulations will be adhered to regarding examinations given at times other than during regular class periods. These policies do not apply to final examinations.

The following regulations will be applied in the context that the University must reasonably accommodate a student's religious beliefs, observances, and practices in regard to the scheduling of evening, midterm, and hourly examinations if the student informs his or her instructor of the conflict within one week after being informed of the examination schedule. Any student may appeal an adverse decision. (See Rule 24.)

A. The scheduling of an evening examination requires the approval of the departmental executive officer unless the course meets regularly on the hour and day the examination is scheduled.

B. Any examination, except a final, given at other than the regular class hour, and when the University is in session, will be scheduled between 7:00 and 10:00 p.m., on Monday, Tuesday, Wednesday, or Thursday. An examination may also be given on Friday evening or on Saturday morning when, in the opinion of the dean, exceptional circumstances appear to warrant it.

C. Students are to be excused from one or more regular class periods for an amount of time equivalent to that required for the evening examination.

D. Evening examinations may be given only in courses with multiple sections unless, in the opinion of the departmental executive officer, special circumstances appear to justify an exception.

E. Conflict or makeup examinations must be arranged for those students who cannot take the scheduled evening examination because of the conflicts arising from participation in any of the following activities:
   1. Other examinations, including special examinations, scheduled at a prior date. (In the case of two examinations being held at the same time and when it cannot be determined which instructor announced his or her examination first [e.g., both examinations announced the first day of class], conflict and makeup examinations will be offered by the instructors of both courses and the students may choose which conflict or makeup examination they wish to take.)
   2. Regularly scheduled performances or rehearsals.
   3. Regularly scheduled classes, including kinesiology and military.
   4. Sickness, regular employment, or other extenuating circumstances. Appeal of an instructor's decision regarding the legitimacy of an excused absence may be made to the dean of the college.

F. Conflict or makeup examinations should be held within one week of the regularly scheduled examinations. If at all possible, conflict or makeup examinations should be held during the class period from which students are excused for the evening examination.

G. A written request, indicating departmental approval (or college approval, when required), for rooms in which to conduct evening or Saturday morning examinations should be submitted to the Office of Facility Planning and Management, 243 Davenport House, as far in advance of the desired date as possible.

84. Proficiency Examinations

The following regulations will be applied in the context that the University must reasonably accommodate a student's religious beliefs, observances, and practices in regard to the scheduling of proficiency examinations if the student informs the person responsible for the scheduling of such examinations of the conflict within one week after being informed of the examination schedule. Any student may appeal an adverse decision. (See Rule 24.)

A. All Students
   1. Information concerning proficiency examinations may be obtained from the student's college or from the department concerned. Except as provided in section A.2.e below, a student must secure the consent of the head or chairperson of the department concerned to take these examinations.
   2. Departmental proficiency examinations may be taken only by the following:
      a. Students who are in residence. (A student attending as a visitor only is not considered to be a student "in residence.") For the purpose of this rule, a student who has completed the work of a semester is considered to be under registration for fifteen days after the close of the final examination period, except that a student who has completed the work of the spring semester or the summer session is considered to be still under registration for the purpose of this rule up to the end of the registration period for the fall semester.
      b. Proficiency examinations for advanced standing and special examinations in courses that have been failed may be taken by graduating seniors at any time designated by the instructor within the time limits of section A.2.a above. (See Rule 85 on special examinations.)

c. Persons who have been in residence and are currently registered in correspondence or extramural courses.
d. Persons not registered in the University at the time but who are candidates for undergraduate degrees at the University of Illinois and who need no more than 10 semester hours to complete the requirements for their degrees. (See section A.2.b above.)
e. Prospective students who participate in the advanced placement and proficiency testing sessions offered during the Precollege Programs. Credit earned by this method does not become a part of the student's University record until after he or she has completed registration in the University of Illinois.

3. A proficiency examination may not be taken either to raise a grade or to earn credit in a course that has been failed. (See Rule 85 on special examinations.)
4. An examination for credit in a college subject of elementary character is not granted to a student who has received credit for more than one semester of work in the subject in advance of the course in which the examination is requested.
5. The grade in proficiency examinations is Pass or Fail, but students are not given a grade of Pass unless they have made at least C- in the examination. No official record is made of failures in these examinations, but some departments may prohibit a student from retaking the examination.
6. Proficiency examinations are generally given without cost to the student; a fee may be charged to defray the cost of proficiency examinations prepared by agencies outside the University.
7. Students wishing to take a proficiency examination in a subject not offered at the campus at which they are or have been registered, but offered at another campus of the University, may do so upon satisfying the above conditions, provided they obtain approval from their primary campus (the campus at which they were last enrolled) for concurrent registration prior to taking the examination.

B. Undergraduate Students
1. Proficiency examinations for advanced standing are offered in all University courses normally open to freshmen and sophomores. A student may take proficiency examinations in more advanced undergraduate courses on recommendation of the head or chairperson of the department and approval of the dean of the college.
2. Undergraduate students who pass a proficiency examination are given credit toward graduation for the amount regularly allowed in the course, provided such credit does not duplicate credit counted for admission to the University and provided the credit is acceptable in their curriculum.
3. Credit earned by a proficiency examination does not count toward satisfying the minimum requirement when the last 30 semester hours applicable toward the degree sought must be earned in residence. (See Rule 89 on residence requirement for graduation.)

C. Graduate Students
Graduate students may satisfy specific requirements by proficiency examinations, but such credit cannot be applied toward graduate degrees.

85. Special Examinations—Undergraduate Students

The following regulations will be applied in the context that the University must reasonably accommodate a student's religious beliefs, observances, and practices if the student informs his or her instructor of the conflict within one week after being informed of the examination schedule. Any student may appeal an adverse decision. (See Rule 24.)

A. Special examinations may be given only in courses taken in residence at the University of Illinois or in University of Illinois correspondence courses in which a failing grade (F, Ab, or NC) has been received.

B. Special examinations may be had only upon the recommendation of the head or chair of the department concerned or of some person duly authorized by the head or chair, and with the approval of the dean of the college in which the student is enrolled.

C. Special examinations in correspondence courses must be approved by the head of the Guided Individual Study Section. A student who has been registered for campus work must also obtain the approval of the dean of his or her college.

D. The Office of Admissions and Records is authorized to issue a special examination permit to a registered student or to former student not currently registered who has no more than 10 semester hours remaining to complete for the degree. A student attending as a visitor only is not considered to be a student in residence.

E. Special examinations in courses that have been failed and proficiency examinations for advanced standing may be taken by graduating seniors at any time designated by the instructor within the time limits of section F below. (See Rule 84.)

F. A student who has completed the work of a semester is considered to be still under registration for the purposes of this rule until the first day of instruction for the following semester.

G. A student who has been dropped from the University is not eligible to take special examinations unless he or she has been reinstated and meets the conditions stated in section D above.

H. A special examination should be taken before the end of the next semester in which the student is registered following failure in the course.

I. No special examinations may be given until after the close of the semester or summer session in which the course was failed.

J. A special examination in a correspondence course in which a grade of F has been received by a student *not currently registered in the University* must be taken within thirty days of the date of notification of the grade by the Correspondence Section of the Office of Continuing Education and Public Service.

K. Special examination grades are reported as Pass or Fail, but no student is given a grade of Pass unless he or she has earned a grade of C- or better on the examination.

L. A student given a grade of Pass in a special examination will receive the credit normally allowed for the course, subject to all regulations governing the individual student's curriculum.

M. Grades earned in special examinations are not included in the computation of averages. (A passing grade on a special examination does not remove the previously earned failing grade.)

N. A fee of $10 must be paid *in advance* for each special examination.

RECOGNITION OF UNDERGRADUATE ACADEMIC ACHIEVEMENT

86. The Dean's List

A. The names of eligible undergraduates who have achieved a grade-point average for a given semester in the top 20 percent of their college class will be included on a list prepared for the dean of the college. (In the *College of Fine and Applied Arts*, the names of eligible undergraduates who have achieved a grade-point average for a given semester in the top 20 percent of all students in *their curriculum* will be listed.) This list is publicized within the University and is sent to the Campus Office of Public Affairs for distribution to news agencies throughout the state. The names of James Scholars are preceded by an ampersand (&).

B. To be eligible for Dean's List recognition, students must complete successfully 14 academic semester hours of which at least 12 must be taken for letter grade (A, B, C, D, F, Ab). Only grades in hand at the time the list is compiled will be considered in determining eligibility unless it can be established that the final grade average will be above the minimum required regardless of the grade eventually

received; students with Ex, Df, or missing grades will be added as soon as letter grades are received and eligibility can be determined. Credits earned during the semester through proficiency, CLEP, and advanced placement examinations may not be counted toward the 14 semester-hour requirement.

C. Individual colleges may have modifications of the above criteria, and interested students should contact their college offices for further information.

D. The *College of Liberal Arts and Sciences* has entirely different eligibility requirements, which are given in detail in the *LAS Student Handbook*.

87. Campus Honors Program—Chancellor's Scholars

A. One hundred students are admitted to the Campus Honors Program annually and are designated as "Chancellor's Scholars." This recognition is noted on the official University record for each year the student meets program requirements.

B. Students may enroll in any undergraduate curriculum and are also encouraged to participate in departmental and college honors programs.

C. As Chancellor's Scholars, students enroll in special small honors sections of classes that fulfill elective and general education requirements. They are assigned a faculty mentor in their chosen discipline, and are able to participate in extensive cocurricular activities involving informal interaction with notable campus faculty members and outside speakers.

D. For additional information, contact the Campus Honors Program Office, 1205 West Oregon Street, Urbana.

88. Edmund J. James Scholars

Successful performance for one academic year as an Edmund J. James Scholar is recorded on the student's official University record as "Edmund J. James Scholar (year)." Specific criteria for appointment and recognition as a James Scholar vary from college to college.

GRADUATION—RESIDENCE AND SCHOLARSHIP REQUIREMENTS

89. Residence Requirements

A. First Bachelor's Degree
1. *In addition to specific course and scholastic average requirements*, each candidate for a bachelor's degree from the University at Urbana-Champaign must spend either the first three years, earning not less than 90 semester hours, or the last year (two semesters, or the equivalent), earning not less than 30 semester hours, in residence on the Urbana-Champaign campus, uninterrupted by any work in another institution. (See Rules 45 and 78.)
2. A student on drop status may not graduate until he or she has been reinstated by the dean of his or her college. A student who meets the conditions of section A.1 above must notify the dean of his or her college of the student's intent to apply credit earned elsewhere toward the degree requirements and arrange to have a final official transcript from the other collegiate institution(s) attended sent to the Office of Admissions and Records.
3. Credit earned by advanced placement testing is included in the first 90 semester hours and is not considered as interrupting residence.
4. Only those courses that are applicable toward the degree sought may be counted in satisfying the above minimum requirements. (See Rules 95-97.)
5. Either three twelve-week terms or four eight-week sessions are the equivalent of two semesters.
6. Students transferring from the University of Illinois at Chicago or at Springfield to Urbana-Champaign as candidates for degrees must satisfy the residence and academic requirements for graduation established for the curriculum entered on the Urbana-Champaign campus.
7. Credit allowed toward graduation for completion of courses of study offered by the religious foundations located in Urbana-Champaign are not counted as interrupting residence or toward satisfying minimum residence requirements for graduation. (See Rule 93.)
8. A student who requests that the residence requirement for graduation be waived should complete and submit a petition to the dean of his or her college, who will take action on the petition.
9. Attendance at another institution under the CIC Program or participation in the University of Illinois Foreign Study Programs or the Study Away from Campus Programs for which students are registered in Urbana-Champaign courses does not interrupt residence, and credits earned through these programs are counted as residence credit toward graduation, provided that within the last two years of study at least 30 semester hours have been earned in courses taken on the Urbana-Champaign campus.
10. Concurrent attendance at the University of Illinois and another collegiate institution does not interrupt University of Illinois residence for graduation.
11. Transfers from community or junior colleges must, after attaining junior standing, earn at the University of Illinois or any other approved four-year institution at least 60 semester hours acceptable toward their degree, in addition to meeting the usual residence requirement for a degree from the University of Illinois.
12. A student attending as a visitor only is not considered to be a student in residence.

B. Second Bachelor's Degree
1. A student who has received one bachelor's degree may be permitted to receive a second bachelor's degree from the University of Illinois at Urbana-Champaign, provided all specified requirements for both degrees are fully met and provided also that the curriculum offered for the second degree includes at least the final 30 semester hours earned in residence at the Urbana-Champaign campus and not counted for the other degree.
2. The second bachelor's degree may be earned either concurrently with or subsequent to the first degree.
3. Candidates for a second bachelor's degree from the University of Illinois must meet the same residence requirement as for the first degree. If any of the first three years of credit has been transferred from another institution, the student must spend the last year (two semesters, or the equivalent) earning a minimum of 30 semester hours in uninterrupted residence on the Urbana-Champaign campus.
4. Only those courses that are acceptable toward the degree sought may be counted in satisfying the above minimum requirements. This includes the 30 additional hours required for the second degree.

C. Graduate Students
1. At least half of the units required for a master's degree must be earned in courses meeting on the Urbana-Champaign or Chicago or Springfield campus, or in courses meeting in other locations that have been approved by the Graduate College.
2. At least 16 of the 24 units required for a doctoral degree must be earned in courses meeting on the Urbana-Champaign or Chicago campus, or in courses meeting in other locations that have been approved by the Graduate College.
3. CIC Traveling Scholars Program work may fulfill the residence requirement for as much as 5 units of course work at CIC institutions each semester, for a maximum of two semesters.

90. Residence Requirement—Degree of Juris Doctor (J.D.)

In addition to specific course and scholastic average requirements, each candidate for the degree of Juris Doctor (J.D.) from the University of Illinois at Urbana-Champaign must study law in residence at an approved law school for a minimum period equal to ninety full weeks.

91. Minimum Scholarship Requirements for the Bachelor's Degree

A. All candidates for a degree must have at least a 2.0 (C) average on all University of Illinois credits counted for graduation requirements and at least a 2.0 average on the combined transfer and University of Illinois credits counted for graduation requirements. Certain colleges have established higher scholastic graduation requirements for specific curricula. (Grades in courses taken at the other campuses of the University are counted as transferred.)

B. Where a course has been repeated, both the original and subsequent grades are included in the average if the course is acceptable toward graduation, but the credit is counted only once. An original failing grade is not removed from the student's record for a course subsequently passed by special examination. (See Rule 44 on repeated courses.)

C. Students at the Urbana-Champaign campus who do not meet the requirements stated above may graduate if they have the minimum grade-point average calculated by either of the following alternate methods:
   1. Exclude courses in which grades of D or F have been recorded not to exceed a total of 10 semester hours completed prior to the last 30 hours of work completed at the University of Illinois, Urbana-Champaign campus, and counted for graduation requirements, *or*
   2. A grade average of no less than 2.1 for the last 60 semester hours of work counted for graduation requirements and completed at the University of Illinois, Urbana-Champaign campus, except in those curricula where a higher scholastic graduation requirement is specified.

D. Each college office, on request, informs the student regarding the scholarship regulations of that college.

92. English Requirement for Graduation—Undergraduate Students

A. Satisfactory proficiency in the use of English is a requirement for all undergraduate degrees awarded at the Urbana-Champaign campus of the University. This proficiency can be certified by the satisfactory completion of a one-semester, 4-hour course of either Rhetoric 105 or 108 or by the satisfactory completion of the two-semester, 6-hour sequence of Speech Communication 111 and 112 (Verbal Communication). A student with a sufficiently high score on either the ACT English Subtest or the SAT Verbal Test and high performance on a written essay examination will satisfy the English requirement for graduation.

B. If the academic credentials of a transfer student do not indicate fulfillment of course work equivalent to the University of Illinois English graduation requirement, the student may be administered the Rhetoric Placement and Proficiency Examination, the English Placement Test (EPT), or the Transfer Writing Examination.

C. Under certain conditions students may satisfy the English requirement for graduation through satisfactory completion of courses offered by the Division of English as an International Language. Satisfactory completion of ESL courses (ESL 114 and ESL 115) satisfies the English graduation requirement. Evidence that a student is eligible to enroll in these courses is established by a satisfactory score on the ESL Placement Test, a test of oral and written English administered by the Division of English as an International Language. On the basis of this test, the student will be enrolled in the course or courses appropriate to his or her English needs.

D. If a student's score on the EPT is higher than the proficiency level of students in ESL 115, that student must take the Rhetoric Placement and Proficiency Examination offered by the Department of English.

E. Those students whose deficiency in English requires that they take one or more of the ESL noncredit courses (ESL 109, ESL 110, and ESL 111) are not allowed to register for a full academic program and must complete their noncredit requirements before enrolling in the ESL 114-115 sequence.

93. Minimum Scholarship Requirements for Degrees in the College of Veterinary Medicine

A. Bachelor of Science in Veterinary Medicine
   Students who have passed all courses in the first two years of the prescribed veterinary medical curriculum and elective courses approved by the college and who have a grade-point average of 2.0 or better in these courses will be recommended for the degree of Bachelor of Science in Veterinary Medicine.

B. Doctor of Veterinary Medicine
   1. Students who have passed all courses in the prescribed veterinary medical curriculum and elective courses approved by the college and who have a grade-point average of 2.0 or better in these courses are eligible for the degree of Doctor of Veterinary Medicine.
   2. If at the end of the final year of the professional curriculum a student has failed to attain an average of 2.0 in all work taken in the prescribed professional curriculum and approved elective courses that are used to compute the grade-point average for graduation, he or she may continue in the college only upon petition approved by the faculty of the college.

94. Withholding Conferral of Degree—All Students

At any point prior to the conferral of the degree, the Senate Committee on Student Discipline has the right to withhold privileges of the academic community, including the conferral of the degree itself. In instances in which dismissal is a possibility for disciplinary infractions, the conferral of the degree is withheld until the disciplinary action has been resolved. (See Rules 11 and 75-78.)

GRADUATION—APPLICABILITY OF CERTAIN CREDITS

95. Credit for Kinesiology (Physical Education)—Undergraduate Students

Credit earned in kinesiology (physical education) courses may be included in the scholastic average at the discretion of the individual colleges and may, at the discretion of the individual colleges, be included in the total hours required for graduation. Kinesiology (physical education) courses numbered from 100 through 110 are kinesiology (physical education) activity courses. Kinesiology (physical education) courses numbered above 110 are professional or advanced courses. (See Rule 91.)

96. Religious Education Credit—All Students

A. Credit in courses of study offered by the religious foundations located in Urbana-Champaign that have been approved by the College of Liberal Arts and Sciences Committee on Courses and Curricula is accepted by the University. Grades in these courses are not included in the student's all-University scholastic average, and the courses are not counted as interrupting residence or toward satisfying minimum residence requirements for graduation. (See Rules 71 and 89.)

B. Registration in courses of study offered by the religious foundations located in Urbana-Champaign is limited to students of sophomore standing or above who are currently registered in University courses and who have advance approval of the dean of their college.

C. A maximum of 10 semester hours of credit in these religious foundation courses may, with the approval of the dean of the college concerned, be counted toward graduation.

D. The above credit limitations and other restrictions apply to religious foundation courses only, and not to courses offered by the University of Illinois Programs in Religious Studies.

97. Foreign Language Credit—Undergraduate Students

A. Except as prohibited or limited by the established policy of the student's college, credit in University foreign language courses taken to remove high school entrance deficiencies may, at the discretion of the college:
   1. be counted in the total hours required for graduation, or
   2. be accepted in partial or complete satisfaction of the foreign language requirement for the degree.

B. Normally no more than 10 hours of proficiency credit for the study of a single foreign language at the elementary and intermediate level shall be counted for graduation in the College of Liberal Arts and Sciences. Additional credit may be granted for advanced courses emphasizing literature and language structure rather than communicative competence in the language.

98. Credit for Undergraduate Open Seminar Courses

A. Credit in each 199 course shall be not less than 1 nor more than 5 credit hours per semester, and may vary from student to student.

B. A student may accumulate an unlimited number of credit hours in 199 courses, but no more than 12 such hours listed on the student's transcript may be counted toward fulfilling graduation requirements, except in cases in which a larger number of credit hours in 199 courses is an integral part of a formal, college-approved program of study (e.g., Individual Plans of Study, Unit I).

C. If a specific 199 topic offering has an enrollment that averages twenty or more for the semesters in which it is offered during two consecutive academic years, the topic may be offered in the third year only if a proposal to establish it as a regular course is submitted in the normal manner promptly after the beginning of the second semester of the second year of such enrollment. The topic may be offered as 199 in the third and subsequent years (whatever the enrollment then proves to be) only until a decision is made on the proposal of a regular course. If the regular course proposal is approved, the topic may then be offered only in that form; if the regular course proposal is disapproved, the topic may not be offered again.

D. A 199 course appears on a student's transcript with the departmental rubric and the title "Undergraduate Open Seminar." The topic covered is not identified in the student's permanent record. Students and former students who wish to provide the topic or content of such a course must do so by making a request directly to the department responsible for the course. The department is obligated to maintain a permanent record of all such courses offered.

GRADUATION—CONFERRAL OF HONORS

99. University Honors—Bronze Tablet

A. Continuous academic achievement is recognized by inscribing the student's name on the Bronze Tablet, which hangs on a wall of the Library. To qualify, undergraduate students must:
1. have at least a 3.5 (A = 4.0) cumulative grade-point average for all work taken at the University through the academic term prior to their graduation; and
2. rank, on the basis of their cumulative grade-point average (including University of Illinois at Urbana-Champaign and transfer work, if any) through the academic term prior to their graduation, in the top 3 percent of the students in their college graduating class.

B. Transfer students, in addition to meeting the general rules for qualification, must satisfy two additional requirements: (1) they must have cumulative University of Illinois at Urbana-Champaign grade-point averages as high as the lowest ones listed for students in their college who qualify on the basis of having completed all of their work at the University of Illinois at Urbana-Champaign; and (2) they must earn 40 or more semester hours at the University of Illinois at Urbana-Champaign through the academic term prior to their graduation.

C. For the purpose of this award, college graduating class means all students receiving bachelor's degrees from the same University of Illinois at Urbana-Champaign college between July 1 of each year and June 30 of the next.

D. For the purpose of this award, academic term prior to graduation means: for August graduates, the preceding spring semester; for October graduates, the preceding spring semester; for January graduates, the preceding summer session; for May graduates, the preceding fall semester. The list will be determined each year following the availability of grades for the fall semester.

100. Undergraduate College Honors

Each college prescribes the conditions under which candidates for its degrees may be recommended for graduation with honors in recognition of sustained intellectual achievement throughout the student's undergraduate career. These distinctions are noted on the student's baccalaureate diploma, permanent University record, and official transcripts of credits.

101. College of Law Honors

A. A student who has completed all of the requirements for the J.D. degree may be recommended to the University Senate for graduation with honors under the following conditions:
1. *J.D. summa cum laude:* To be awarded to candidates whose cumulative grade-point average is no less than 3.75 at the time when all requirements for the degree have been satisfied.
2. *J.D. magna cum laude:* To be awarded to candidates whose cumulative grade-point average is no less than 3.40 at the time when all requirements for the degree have been satisfied.
3. *J.D. cum laude:* To be awarded to candidates whose cumulative grade-point average is no less than 3.25 at the time when all the requirements for the degree have been satisfied.

B. Honors are noted on the diploma and on the final transcript. All other successful candidates will be awarded the J.D. degree without designation. Requirements for honors can be changed in the future by the faculty at its discretion.

REGISTERED ORGANIZATIONS AND FACILITIES

102. Registered Organizations[1]

The commitment of the University to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms, whether or not specifically prohibited by law.

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[1]Classification of Organizations

This section defines those organizations that are authorized, under certain conditions, to use University facilities and services at Champaign-Urbana and to which these regulations and procedures apply.

University Organizations: All University colleges, schools, institutes, departments, divisions, and other academic administrative units and committees, and the Urbana-Champaign Senate and its committees.

Campus Boards: Those governing and advisory boards that have been so designated by the chancellor or the chancellor's designee.

Registered Organizations: Those incorporated and unincorporated student, staff, and faculty organizations that have been registered with the appropriate University office in accordance with Rule 102.

Related Organizations: Those specifically designated organizations or agencies that relate directly and continually to the University of Illinois and that have been designated as follows by the Board of Trustees or its designee.

- *University-Related Organizations*—Those organizations defined in the Legislative Audit Commission Guidelines adopted by the University which include University foundations, athletic associations, alumni associations, and corporate outgrowths. Relationships between the University and University-related organizations are governed by the Legislative Audit Commission Guidelines.
- *Allied Organizations*—Those organizations closely associated with the University that support specific aspects of the University's program and those governmental/professional and technical organizations or agencies whose activities contribute directly to the University's program. Relationships between allied organizations and the University shall be in accordance with guidelines promulgated by the Office of the Vice-Chancellor for Administrative Affairs.

Campus-Community Organizations: Those organizations of which the majority of the members and a minimum of two officers must be affiliated with the University of Illinois (students, faculty, staff, alumni, and spouses of those).

Outside Organizations: All other organizations that have not been designated or registered as set forth in the preceding definitions.

It is the policy of the University of Illinois at Urbana-Champaign that registered organizations shall be in full compliance with all federal and state nondiscrimination and equal opportunity laws, orders, and regulations. Registered organizations shall not practice discrimination against a member or prospective member on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, disability, unfavorable discharge from the military, or status as a disabled veteran or veteran of the Vietnam era, except as specifically exempted by law. Among the forms of invidious discrimination prohibited by University policy but not law is sexual orientation. The official name of a registered organization shall not be construed or interpreted as denying open membership or prohibiting participation in any program or activity. Each registered organization must sign the Pledge of Nondiscrimination when applying for registered organization status.

Benefits provided by the University of Illinois to registered organizations include, but are not limited to, (a) a regular use of University facilities (buildings, grounds, services); (b) fund-raising privileges; (c) use of the Organization Fund; (d) use of the services of Office Supply.

Inquiries on registered organizations or this policy should be directed to the Office of Registered Organizations, 280 Illini Union.

Preamble

Extracurricular activities at the University of Illinois are an integral element of its intellectual and educational purpose. To the extent possible, the University should provide encouragement and support to these activities by extending to them such services and facilities as are possible. A well-rounded extracurricular program supported by the University should create an environment in which students may take full advantage of their educational opportunities.

University services available to registered organizations are too numerous and diverse to list in this *Code*. For information concerning these campuswide services, procedures for reserving space, interpretation of regulations governing registered organizations, and supportive resources that can be utilized for organizational projects, call 333-1153 or visit the Office of Registered Organizations, 280 Illini Union.

A. Purpose
Voluntary organizations of students, faculty, and staff are an essential part of a University community. They provide an extension of the educational activities of the University beyond the curricular program. The existence of a diverse group of such organizations is in the best interest of the University and its students. Provision for registered organization status and its attendant privileges is made to encourage and facilitate the formation and operation of such organizations.

B. Requirements for Registration
To register with the University, organizations must file with the Office of Registered Organizations a statement of registration:
1. The name of the organization, which must not include the words "University," "University of Illinois," or any abbreviation thereof except in the form "at the University of Illinois at Urbana-Champaign," which may follow the organization's particular name.
2. The name(s) of the member(s) of the organization who shall be called "registered agents."
3. The address(es) and telephone number(s) at which the organization's registered agent(s) can be contacted and to which correspondence for other inquiries concerning the organization may be forwarded.
4. A statement executed by the registered agent(s) for the organization declares the following:
   a. That the registered agent(s) are authorized by the organization to act for it in its relations with the University.
   b. The names, addresses, and telephone numbers of the officers of the organization, and an identification of which officers perform the duties of president and treasurer; or, if no person has been designated to perform such duties, a statement that the registered agent does by this statement assume the responsibilities of such offices.
   c. That membership is restricted to registered students, faculty, staff, and their spouses. Only students, faculty, and staff may be officers and registered agents.
   d. That there shall be no discrimination against a member or prospective member on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, disability, unfavorable discharge from the military, or status as a disabled veteran or veteran of the Vietnam era, except as specifically exempted by law. Among the forms of invidious discrimination prohibited by University policy but not law is sexual orientation.
   e. Whether or not the organization is incorporated, and if so, where.
   f. That constitutions, bylaws, rules, and statements of purpose of the organization, and articles of incorporation, if any exist, will be made available to any interested party on request, through the officers, if any, or the registered agent.
   g. That the organization agrees to abide by the regulations governing registered organizations. (See Rules 102 and 103.)
   h. That the purpose of the organization is not in violation of civil law or University regulations.

C. Annual Renewal of Registration
Each registered organization shall file a new statement of registration with the director of registered organizations on or before September 15 of each year to maintain its registered status.

D. Sanctions of Registered Organizations
1. A registered organization may be sanctioned for one or more of the following causes:
   a. Knowingly sponsoring, urging, or engaging in actions by individuals or organizations that violate University rules or regulations.
   b. Knowingly sponsoring, urging, or engaging in actions on campus by individuals or organizations that violate local, state, or federal law.
   c. Knowingly sponsoring, urging, or engaging in actions that substantially disrupt or interfere with the normal operation of the University or with the lawful activities of organizations or individuals authorized to use University facilities.
2. No registered organization may be sanctioned except by action of the appropriate University authority after notice and opportunity for hearing in accordance with procedures adopted by the Senate Committee on Student Discipline or the Faculty Advisory Committee.
3. The sanctions may be one or more of the following: warning; probation for a specified time; suspension of registered organization status for a specified time; revocation of registered organization status.

E. Organization Fund
1. An Organization Fund shall be the administrative responsibility of the vice-chancellor for student affairs, operated under the supervision of the campus Office of Business Affairs.
2. The purpose of the fund shall be to ensure protection of the interests of the state and University in the use of its facilities and to offer a service to organizations.
3. Regulations regarding financial operation of the fund and payments to be made to it are included in section F.

F. Financial Services—Organization Fund
Pursuant to the Board of Trustees' action as contained in article II, section 3e, of the *General Rules Concerning University Organization and Procedure*, providing for the operation of the Organization Fund, and in section VIII-1 of the *Campus Administrative Manual*, and this *Code* relating to the use of University facilities, premises, and services for income-generating events or occasions, registered organizations shall adhere to the policies and procedures described below:

1. Purpose
   The financial system of the Organization Fund is operated by the Office of Business Affairs, acting for the comptroller of the Board of Trustees, under the authority of the Board of Trustees, without liability of the University, in order to:
   a. provide a depository for the safekeeping of registered organizations' funds,
   b. consolidate and coordinate financial accounts of various organizations,
   c. secure uniformity in accounting procedures and records,
   d. maintain continuity of records of business officers and their successors,
   e. aid organizations in keeping their activities on a sound financial basis,
   f. ensure protection of interests of the state and the University in the use of its facilities, and
   g. offer a service to organizations.
2. Status
   Under the authority of article II, section 3e, of the *General Rules Concerning University Organization and Procedure*, the "Vice President for Business and Finance is permitted to act as treasurer of student and other organizations affiliated with the University but in so doing shall not act on behalf of the University or as a University officer or employee, and shall not thereby create any liability on the part of the Board of Trustees of the University of Illinois. In all cases, the accounts of these organizations shall be kept separate from the University accounts and the funds of such organizations shall be kept apart from University funds."

   The Organization Fund (successor to the Student Organization Fund established in 1923) has been established to handle the accounts of all registered organizations at the Urbana-Champaign campus of the University of Illinois. Consistent with the understanding that all University facilities, premises, and services hereinafter referred to as University facilities are held in trust for the benefit of the people of Illinois, the philosophy for the regulations and procedures that follow is based on the principle that the use of all income or receipts of organizations resulting from the use of University facilities will be consistent with the rules and regulations applying to all University funds.
3. Scope
   All funds received by a registered organization that are initially collected by the University,[2] or received from, or directly or indirectly through, a University-related or registered organization,[3] or generated in any way through the use of University facilities[4] are required to be deposited in the Organization Fund. Other funds, received by a registered organization and derived without the use of University facilities, including the collection of dues from the organization's own members, may at the option of the registered organization be deposited in the Organization Fund, but if so deposited will be subject to the same rules, regulations, and policies governing mandatory deposits.

   Any organization that feels that its activity does not fall within section 6.3 may request a determination by the Organization Fund Advisory Board, which shall file a report and make a recommendation to the chancellor or the chancellor's designee, whose decision shall be final.

   Services of the Organization Fund may be offered to campus boards and University-related organizations (see Rule 102) with the approval of the director of the Office of Registered Organizations and the vice-president for business and finance. Other organizations may be offered the services of the Organization Fund with the approval of the chancellor. All references in section 6 of this rule applying to registered organizations apply to all other organizations participating in the Organization Fund.

   The Office of Registered Organizations shall have primary responsibility for proper disbursement of all funds from the Organization Fund, subject to review by the Office of Business Affairs. Individuals handling funds on behalf of an organization project utilizing University facilities shall be held personally accountable for such funds.
4. Administration of the Organization Fund
   a. The comptroller or a designee shall serve as treasurer of the Organization Fund.
   b. The vice-chancellor for student affairs or a designee shall serve as secretary of the Organization Fund.
   c. The operation of the Organization Fund shall be under the direct supervision of the Office of Registered Organizations and the Office of Business Affairs.
   d. Disbursement checks must be cosigned by the treasurer and the secretary of the Organization Fund, or their designees.
   e. The treasurer of the Organization Fund shall select a depository bank and may invest, when advisable, the cash balance of the Organization Fund over and above a working balance in any of those securities or investments in which the treasurer may—as provided under Illinois law—invest trust funds. Income from such investments, plus a service fee if necessary, shall be used to cover the direct expense of the fund operation including voucher books, receipt books, handbooks, printing, mailings, and other direct costs incurred in maintaining the Organization Fund. Income to the Organization Fund, not needed for its operating expenses, shall be placed in a separate account designated as the Surplus Distribution Account within the Organization Fund. One-half of such income shall be allocated to registered organizations by the Organization Fund Advisory Board; the other half shall be distributed annually pro rata to participating organizations based on the balances in the accounts that contributed to the general investment income receipts.
   f. Excess funds not currently needed by registered organizations may be separately invested by registered organizations through the treasurer of the Organization Fund, and such securities shall be held in the Office of Business Affairs according to appropriate policies and procedures of that office.
   g. The Accounting Division of the Office of Business Affairs shall maintain an account or accounts as desired by each registered organization, shall be responsible for recording all deposits and disbursements, and shall render a monthly statement to each treasurer or financial agent or registered agent, hereinafter referred to as account treasurer, of the account or accounts.
   h. The financial records, related documents, and accounts will be subject to audit by the University auditor.
   i. Relation to University—No registered organization shall be permitted to use the name of or any symbol identified with the University, or to conduct its affairs in such a manner as to imply to anyone dealing with it that it is an official agency or part of the University. Each registered organization shall be required to include in its articles of incorporation, or association, in its bylaws, or its constitution and its contracts or agreements with others, a provision clearly stating that it is not an official agency or a part of the University, and disclaiming the responsibility of the University for its acts and liabilities.

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[2]The phrase "collected by the University" includes, unless otherwise specifically provided, here or elsewhere, student fees or other fees, and similar items the University assists in imposing or collecting for ultimate receipt by a registered organization.

[3]The phrase "received from, or directly or indirectly through, a University-related or registered organization" includes funds transferred from one University-related or registered organization to another.

[4]The phrase "generated in any way through the use of University facilities" excludes the collection of dues from the registered organization's own members and includes, but is not limited to, funds from (a) admission charges, ticket sales, registration fees, or any other money collected in connection with talks, lectures, entertainment, cultural, or other events on the campus; (b) receipts from the rental or sale of services or products on the campus; (c) voluntary contributions or the proceeds of solicitations made on campus.

5. Income-Generating Events on University Property Processing Requests—As provided in Rule 103, and further delineated in section H of Rule 103, all income-generating projects or events to be undertaken by a registered organization shall be subject to "event approval" by the director of the Office of Registered Organizations as to the use of University facilities, setting the time, place, and date thereof, and shall follow the Ticket Policy published by the Office of Registered Organizations in accordance with the policies and procedures of the Office of Business Affairs for events held in University facilities. Housing unit events held in University residence hall facilities shall be subject to regular University procedures.
6. Purposes for Which Organization Funds May Be Used
The determination of the ways in which registered organization funds are expended is largely the responsibility of the members of the registered organization, subject to the general policies and procedures established by the Office of Business Affairs, which acts in the name of the comptroller. While it is not possible to list all of the expenditure regulations, the items outlined below are listed to present the thrust of the regulations, and no attempt has been made to foresee all potential types of expenditures that may be requested. Therefore, authority to approve all expenditures remains with the director of the Office of Registered Organizations and the Office of Business Affairs. Expenditures from the Organization Fund must be for a lawful purpose and, in general, must:
   a. be for payment for services rendered, or for material received,
   b. be related to the educational goals and objectives of the University,
   c. not accrue or inure to the benefit of an individual or individuals, except as payment for services rendered,
   d. not be for the purchase of beer and/or alcoholic beverages, or delivery thereof, and
   e. not be for the purchase of materials by, through, or from the University for resale to others.

   Requests for travel reimbursements must be for actual and necessary costs, and may not exceed the limitations for transportation, per diem, or lodging as provided under University Travel Regulations.

   All tax and legal matters relating to organization activities are the sole responsibility of the registered organization. Funds deposited in the Organization Fund may not be used for donations to, gifts to, or support of charitable organizations, except with the special approval of the chancellor.[5]

   Funds may be transferred to another account within the Organization Fund provided that such transfer does not violate any University statutes or policies or this *Code* and does not provide the recipient organization with funds obtained in a manner otherwise prohibited to the recipient organization.
7. Procedures for Organization Fund Operation
   a. Officer Signature Card—All registered organizations maintaining accounts in the Organization Fund must have current authorized signatures on file in the Office of Registered Organizations, and in the Office of Business Affairs. All vouchers for withdrawal of funds from a registered organization's account must be signed by an authorized account treasurer. Registered organizations' account treasurers must be registered students, faculty, or staff members.
   b. There is no need for a bond to insure honest performance by treasurers of Registered Organizations as each voucher processed is approved by the director of Registered Organizations and the treasurer of the Organization Fund for compliance with University rules and regulations.
   c. Deposits—Organizations' account treasurer(s) shall deposit applicable funds with the Cashiering Operations of the Office of Business Affairs, which will issue deposit slips showing the source of money deposited for entry in the registered organizations' records.
   d. Disbursements—Registered organizations' account treasurer(s) shall be provided with blank vouchers by the Office of Registered Organizations, which they must use to request payments on properly approved bills against the organizations. These vouchers shall be completed and presented with an accompanying invoice or receipt to the Office of Registered Organizations. That office shall (a) verify the signature; (b) make the initial approval consistent with the operations and finances of the registered organization, and the general policies and procedures of the Organization Fund; and (c) send it to the Accounting Division for final review and approval, including verification of the secretary's signature by the treasurer of the Organization Fund, posting, and preparation and delivery of the check. All checks will be mailed by the University and require up to five working days for processing. Vouchers under $1 will not be processed.
   e. Vouchers and Receipt Books—Vouchers and receipt books shall be provided by the Office of Registered Organizations. Such records, in addition to any other records of the organization's account treasurer, may be left at the Office of Registered Organizations for safekeeping during vacation periods, or at any other time desired by the organization's account treasurer.
   f. Petty Cash—During the year, registered organizations' account treasurers may draw vouchers upon available funds of their respective organizations for the purpose of setting up petty cash funds for minor expenses. These funds may be administered by the registered organization's account treasurer(s), but must be accounted for with appropriate receipts to the Office of Registered Organizations.
   g. Account Treasurer's Handbook—The Office of Registered Organizations shall publish a handbook for financial officers.
8. University Credit Policies
Credit policies for registered organizations are established by the Office of Business Affairs. Individuals incurring debts to the University in the name of a registered organization shall be held personally responsible for payment should the organization lack funds in its account or refuse to accept the responsibility for the debt. To the extent that University facilities are available to and used by registered organizations, the University will, in connection with the respective costs, extend thirty days credit to these organizations. Credit will not be extended to organizations that have accounts with the University over thirty days past due. University credit will not be given to any organization that consistently permits its account to become delinquent (over thirty days past due). No disbursements will be permitted from a registered organization's account that is delinquent.
9. Withdrawal of Organization Fund Privileges
A registered organization participating in the Organization Fund that does not follow the rules or regulations regarding the Organization Fund may have its Organization Fund privileges withdrawn by the appropriate University authority. Except for nonpayment of accounts, as provided under section A.8, the actions taken by the secretary of the Organization Fund may include a warning, a probation for a specified time, a suspension of right to use the Organization Fund for a specified time, or a revocation of right to use the Organization Fund, including in the latter instances the right to receive funds as provided in this *Code*. Any such actions may be appealed by the affected registered organization to the Organization Fund Advisory Board, which shall file a report and make a recommendation to the chancellor or the chancellor's designee, whose decision shall be final.
10. Advisory Board
The Organization Fund Advisory Board shall meet each September under these rules.

[5]Currently, the director of the Office of Registered Organizations approves and supervises contributions to recognized charitable organizations

a. The membership shall include the following:
   i. The comptroller or the comptroller's designee, who shall serve as treasurer of the Organization Fund Advisory Board, without vote
   ii. The vice-chancellor for student affairs or the vice-chancellor's designee, who shall serve as secretary of the Organization Fund Advisory Board, without vote
   iii. A member of the professional administrative staff, appointed by the chancellor or the chancellor's designee
   iv. A member of the faculty, appointed by the chancellor or the chancellor's designee
   v. A member of the nonacademic staff, appointed by the chancellor or the chancellor's designee
   vi. A representative of the Alumni Association, appointed by the chancellor or the chancellor's designee
   vii. Six students, two of whom shall be graduate or professional students appointed by the vice-chancellor for student affairs or a designee from nominations submitted by the Organization Fund voting membership

b. Terms of voting members shall be two years with vacancies filled in the same manner as regular appointments and nominations. The first year of the committee, one graduate or professional student will be appointed for one year and two undergraduate students for one year.

c. A chairperson of the Organization Fund Advisory Board shall be elected annually from and by the ten voting members.

d. The Organization Fund Advisory Board shall establish bylaws that provide the procedures and methods of operation of the board. These bylaws, and amendments thereof, shall be subject to the approval of the vice-chancellor for student affairs.

11. Annual Meeting
Officially accredited representatives of all authorized organizations operating through the Organization Fund shall meet annually in October of each year, at the call of the secretary of the Organization Fund Advisory Board, who shall serve as chairperson of the annual meeting; one person may not represent more than one organization, and one organization may not have more than one vote regardless of the number of its accounts. The representatives at this time shall, providing a quorum is present:[6]
   a. receive reports of the Organization Fund Advisory Board and of the treasurer, and
   b. transact such other business as the Organization Fund Advisory Board, or any organization through its accredited representative, may bring before the meeting.

12. Functions of the Organization Fund Advisory Board
The Organization Fund Advisory Board's functions include the following:
   a. Develop policies and rules of practice regarding the allocation of funds in the surplus distribution account to registered organizations as described in section F.4.e of this rule, subject to section VIII-1 of the *Campus Administrative Manual* and this *Code*.
   b. Hear appeals by registered organizations that have had actions taken against them as provided for in section 1 and make recommendations to the chancellor or the chancellor's designee, whose decision shall be final.
   c. Distribute an annual report of its activities to all registered organizations with accounts in the Organization Fund.
   d. Advise the appropriate University or campus official(s) on all aspects of the Organization Fund.

[6]A quorum consists of accredited representatives of at least 10 percent of those organizations that operate in the Organization Fund, that are in good standing, and whose accounts have positive balances at the time of the meeting.

103. Use of University Premises and Facilities

All meetings or events utilizing University premises or facilities shall be scheduled in accordance with section VIII-1 of the *Campus Administrative Manual* and this *Code*. Use of the Assembly Hall, Krannert Center for the Performing Arts, Foellinger Auditorium, Intramural-Physical Education Building, Campus Recreation Center-East, Illini Union, Beckman Institute for Advanced Science and Technology, and Allerton Park and Conference Center shall be governed by the provisions of this rule, except where the special function, designation, and responsibilities of these facilities justify otherwise. (Additional provisions for use of space in the Krannert Center for the Performing Arts are contained in section J, for the Assembly Hall in section K, for the Beckman Institute for Advanced Science and Technology in section L, and for the Allerton Park and Conference Center in section M of this rule.) It is the intent of these regulations to encourage optimal use of the University's premises and facilities in the furtherance of the University's educational, research, and public service mission without jeopardizing the overall condition or safety of those premises and facilities or its users. It is not the intent, however, that University premises and facilities be used for private gain or noneducational purposes, either by individuals or organizations.

In developing these regulations, no attempt has been made to foresee all potential types of use that may be requested. Therefore, authority to make exceptions to these regulations is reserved by the chancellor.

A. Eligibility
Those organizations described in footnote 1 of Rule 102, other than campus-community organizations, outside organizations, and individuals, shall be eligible to make use of University premises and facilities on the Urbana-Champaign campus in accordance with the provisions of section VIII-1 of the *Campus Administrative Manual* and these regulations. Campus-community organizations, outside organizations, and individuals shall be similarly eligible upon a finding by the Office of Facility Planning and Management that the particular event involved is consistent with the rules and regulations referred to above and policies developed by the Committee on the Use of Facilities. (See section I.) University permission for the use of premises and facilities by an organization or individual, however, implies neither approval nor disapproval of the purposes of that organization or the events sponsored by that organization.

B. Reservation Procedures
Those seeking use of University premises shall make their requests by completing and filing the form "Request for Use of University Premises."
   1. Requests from University organizations, campus boards, registered organizations, and related organizations shall be signed by a registered agent and shall be filed in one of the following offices, depending upon the location of the space requested. Registered organizations must first receive event approval from the director of the Office of Registered Organizations, 280 Illini Union.
      a. For space in the Illini Union, with the Illini Union Reservations Office, 165 Illini Union.
      b. For space in University housing, with the student government of the residence through the Housing Division, 200 Clark Hall.
      c. For space in the Assembly Hall, with the Assembly Hall Reservations Office, 113 Assembly Hall.
      d. For space in the Krannert Center for the Performing Arts, with the Krannert Center Associate Director's Office.
      e. For space in Allerton Conference Center, with Allerton Conference Center.
      f. For space in Allerton Park, with Allerton Park Visitor Center.
      g. For space in the Intramural-Physical Education Building and the Campus Recreation Center-East, with the Division of Campus Recreation, 170 IMPE Building.
      h. For space in the Beckman Institute, with the Beckman Institute Director's Office.
      i. For all other locations, with the Office of Facility Planning and Management, 807 South Wright Street, Suite 320.

2. Campus-community organizations, outside organizations, and individuals seeking use of University premises shall file their requests at the Office of Facility Planning and Management, 807 South Wright Street, Suite 320. A request from a campus-community organization or outside organization shall be signed by an agent of the organization and/or the appropriate officer; a request from an individual shall be signed by that individual. The Office of Facility Planning and Management shall determine whether the proposed use is consistent with the provisions of section VIII-1 of the *Campus Administrative Manual*, these regulations, and the policies developed by the Committee on the Use of Facilities. (See section I.) If the proposed use is in accord with these rules, regulations, and policies, the request shall be referred to the appropriate reservations office as outlined in section B.1 above. Decisions of the Office of Facility Planning and Management may be appealed to the Committee on the Use of Facilities. (See section I.)
3. In order to allow ample time to accomplish any necessary review and approval procedures, requests should be filed at least one (1) week prior to the event if event approval or special services are required. If specialized stage preparation or production procedures are required, advance filing of one (1) month or more may be required. For activities not requiring advance event approval or special services, requests should be filed at least forty-eight (48) hours prior to the activity to allow for ample processing of the request. The reservations office receiving the request shall have the right to refuse requests not submitted within the above time limits if it appears that proper review and clearance procedures cannot be satisfactorily accomplished.
4. Upon receipt of a request for the use of University premises, the reservations office concerned shall proceed as follows:
   a. Determine whether the organization or individual requesting space is eligible to use University premises as requested and has made adequate arrangements regarding the requirements of section H of this rule.
   b. Determine whether the specific event involved requires formal approval, and, if so, determine that such approval has been obtained or may be granted.
   c. Determine whether the space requested is available and appropriate, and, if not, determine the availability of alternative appropriate facilities.
   d. Make the appropriate reservation and notify applicant accordingly unless there is a clear showing that provisions in section B.4.a and b above have not been fulfilled. A refusal to make a reservation shall, upon request, be in the form of a written statement that shall include the reasons for the refusal and an indication of the right to appeal the refusal to the Committee on the Use of Facilities. (See section I.)

C. The Priority System
   1. Priorities for the use of space:
      a. Except for space in the Illini Union, Assembly Hall, Krannert Center for the Performing Arts, Foellinger Auditorium, Beckman Institute, and Allerton Park and Conference Center, the following priorities with respect to reservations of space shall obtain:
         i. The teaching, research, and public service programs of University organizations. In general, scheduled instructional usage shall take precedence over all other uses.
         ii. Educational, informational, cultural, and recreational programs sponsored by University organizations, campus boards, registered organizations, and related organizations.
         iii. Approved events sponsored by (in order of priority) (1) campus-community organizations, (2) outside organizations, and (3) individuals.
      b. For space in the Illini Union, the following priorities with respect to reservations of space shall obtain:
         i. Functions sponsored by the Illini Union Board.
         ii. Educational, informational, cultural, and recreational programs sponsored by University organizations, campus boards, registered organizations, and related organizations.
         iii. The teaching, research, and public service programs of University organizations, including conferences and short courses sponsored by the Office of Continuing Education and Public Service.
         iv. Approved events sponsored by (in order of priority) (1) campus-community organizations, (2) outside organizations, and (3) individuals.
      c. For space in Foellinger Auditorium, the following priorities with respect to reservations of space shall obtain:
         i. Scheduled classes between 8:00 a.m. and 1:00 p.m. Mondays through Fridays during the fall and spring semesters.
         ii. Final examinations during the fall and spring semester final examination period.
         iii. Evening examinations (Monday, Tuesday, Wednesday, Thursday). No more than two evening examinations will be scheduled per week earlier than four weeks in advance, to ensure that cultural and entertainment events are not precluded.
         iv. Priorities determined on an individual basis with factors considered including but not limited to: the expected size of the audience, the need for specialized equipment in the building, and the unique nature of the facility. Rehearsal time in the building may be limited because of the scheduling of other activities.
      d. For space in the Krannert Center for the Performing Arts, see section J; for space in the Assembly Hall, see section K; for space in the Beckman Institute, see section L; and for space in Allerton Park and Conference Center, see section M of this rule.
   2. Operation of the Priority System
      a. Reservations will not be accepted more than twenty-four (24) months prior to the proposed event if such date is during the time period when the University is in or preparing to be in active session.
      b. Reservations will be confirmed under the following guidelines:
         i. Reservations will be confirmed up to twelve (12) months in advance of the proposed event if such date is at a time when the University is not in or preparing to be in active session.
         ii. Reservations for space in the Illini Union (for use between 7:00 a.m. and 3:30 p.m. on weekdays) for conferences and short courses sponsored by the Office of Continuing Education and Public Service or other University organizations may be confirmed up to twelve (12) months in advance.
         iii. If the event is to take place in a space normally needed for instructional purposes at that time, reservations will be confirmed up to one month in advance of the proposed event with the following exceptions:
            - Events taking place during the first three weeks of an academic session are *not* considered confirmed until forty-eight (48) hours in advance.
            - Events taking place after the first three weeks of an academic session are considered confirmed at the start of the fourth week of that session.
         iv. If the event is to take place in a space that is not normally needed for instructional purposes at that time, reservations will be confirmed after March 1 for events in the summer terms, after June 1 for events in the fall semester, or after November 1 for events in the spring semester.
      c. The University retains the right to cancel or change reserved space when it is needed for University use. Whenever possible, comparable space and prior notification of the change will be provided.
      d. Applications for use of unreserved space as defined in section C.2.b.iv above received prior to March 1, June 1, or November 1 will be honored in the order of priority as delineated in section C.1, with applicants of equal

priority being given equal consideration. Applications of equal priority will be honored in such a manner to ensure the most appropriate space usage for the programs involved in accordance with policies developed by the Committee on the Use of Facilities. (See section I.) If such an appeal is to be made, it must be submitted in writing and received by the chairperson of the committee within five (5) school days after the notice of denial is given.

e. Applications received after March 1, June 1, or November 1 will not displace any previously approved assignments except by mutual consent of the parties concerned or successful appeal to the Committee on the Use of Facilities. (See section I.) All applications for as yet unreserved space received within three (3) months of the date of requested use will be handled on a first come, first served basis. Events so scheduled may be displaced only by mutual consent of the parties involved, or through successful appeal to the Committee on the Use of Facilities. (See section I.)

D. Distribution of Handout Materials

1. Any individual may distribute leaflets, handbills, samples, and other types of materials without prior approval with the following exceptions:
   a. With the exception of materials posted in "free will space" only residence hall staff will post materials in University residence halls.

      Official University offices, residence hall organizations, and residence hall staff may have materials posted without approval provided that such postings do not advertise the availability of alcohol or information associated with solicitation for profit (i.e., coupons, discounts, commercial advertisements).

      Registered student organizations and not-for-profit and University service organizations must seek approval to have items posted in the residence halls. Such materials must not advertise the availability of alcohol or information associated with solicitation for profit (i.e., coupons, discounts, commercial advertisements). Approvals are given at the Office for Residential Life, 300 Clark Hall.

      For-profit and other materials may be placed in the free will space found in some residence halls. Contact 300 Clark Hall for locations and guidelines regarding such free will space.
   b. Distribution may be regulated, or prohibited when circumstances warrant, inside University-owned or -leased buildings by the official or body responsible for the facility in question.
2. Those distributing such materials are expected to refrain from littering and may be held responsible for costs incurred as a result of littering.
3. Those distributing such materials should be aware that nothing in this policy in any way relieves them of personal responsibility for violation of any civil laws.

E. Safety

1. Adequate provisions must be made for the safety of persons at an event on University premises and the safety of the premises and facilities being used. Such provisions are the responsibility of the person or organization sponsoring the event. Actions required to ensure safety, as determined by the official in charge of the facility involved or by the campus administrative staff, shall be adhered to.
2. The University reserves the right to inspect and approve all physical arrangements in University facilities in order to ensure safety. Information and advice in these matters may be obtained through the Division of Environmental Health and Safety, 101 South Gregory Street, Room 102, Urbana, IL 61801.

F. Alteration of Facilities

Organizations or individuals shall not make or contract to make any revisions or alterations to University facilities or its utilities (electric, water, steam, air, and gas) in connection with a reservation. All such work must be approved in advance by an appropriate official of the facility involved or by the Office of Facility Planning and Management and, if approved, must be accomplished by or under the supervision of the Operation and Maintenance Division of the University or the regular maintenance forces of the facility involved.

Requests for work to be done must be submitted for approval at least forty-eight (48) hours in advance of the event. Work requested, as well as any work immediately required to return the facilities in question to their original use condition, shall be done at the entire expense of the organization or individual sponsoring the event.

G. Dining Facilities

Nothing in these regulations shall be interpreted to restrict dining in areas so designated for such use and operated by the University. Specific regulations governing the use of these facilities may be developed separately by appropriate administrative units, when and if conditions so warrant. In general, the Illini Union facilities are intended to be available only for use by students, faculty, staff, alumni, and their immediate families, and by official guests of the University.

H. Requirements and Limitations

1. All events to which the general public will be invited and/or a fee charged must receive formal "event approval" prior to the assignment of space and advertising of the event. Such "event approval" shall be given only if each of the following requirements is satisfactorily met:
   a. The proposed use of premises or facilities is in accordance with these and other applicable University regulations.
   b. The event is not in serious conflict or competition with other events planned or being planned as determined by review on the part of the Coordinating Committee on Entertainment Events.
   c. The sponsoring organization is financially able to sponsor the event.
2. Review of proposed events to determine "event approval" shall be made by the following:
   a. The Office of Registered Organizations for events to be sponsored by registered organizations and campus boards.
   b. The Office of Facility Planning and Management for events to be sponsored by University organizations and related organizations, campus-community organizations, outside organizations, and individuals.
3. Denial of an "event approval" may be appealed by the sponsoring organization to the Committee on the Use of Facilities. (See section I.) If such an appeal is to be made, it must be submitted in writing and received by the chairperson of the committee within five (5) school days after the notice of denial is given.
4. If an outside organization requesting space has a local affiliate, the local affiliate shall participate in the arrangements and be responsible for the use of the premises and facilities in accordance with these regulations.
5. To ensure the proper accounting and application of funds, the sponsoring organization of all events involving income or disbursement of funds shall conform to all University policies, procedures, and regulations as may be prescribed in section VIII-1 of the *Campus Administrative Manual* and in Rule 102.
6. In order to protect students, faculty, staff, and/or the general public from foodborne illnesses while using University premises or facilities, all requests involving the dispensing of food not provided by regular University food services will require special clearance from the Division of Environmental Health and Safety.
7. Organizations and individuals using University premises or facilities must comply with all reasonable requests related to such usage made by University officials having responsibility for the premises or facilities concerned. Such requests may include the employment of facility attendants to ensure proper use of the premises or facilities concerned.
8. University premises and facilities shall not be used for benefit events, charitable or otherwise, except with the special approval of the chancellor. In addition, specific requirements of section VIII-1 of the *Campus Administrative*

Manual shall apply. (Benefit events are those events intended to raise money for uses other than the expenses of the sponsoring organization or the support of other University activities.)

9. University premises and facilities shall not be used for any activity inconsistent with federal or state laws or University policies or regulations.
10. Outside organizations and all individuals may not use facilities for the following:
    a. Meetings scheduled on a regular basis.
    b. Any meeting for the purpose of instruction that would normally be offered by or in cooperation with any unit of the University, unless the offering of the instructional program is approved by the appropriate University unit.
    c. Entertainment and social activities such as dances, etc., that are not scheduled as a part of an approved meeting or activity unless approved or sponsored by an appropriate University organization.
    d. Sports events unless approved or sponsored by an appropriate unit of the University.
    e. Any meeting or event that would substantially interfere with or detract from events sponsored by University organizations, campus boards, registered organizations, or related organizations.
    f. Solicitations, collections, fund drives, or any events for which an admission will be charged, even though the funds are for public benefit, except as provided in section VIII-1 of the *Campus Administrative Manual* and as follows:
        i. Those nonprofit organizations that schedule their entire admission fee programs on the Urbana-Champaign campus will return to the University all net profits, after expenses and in excess of allowable cash reserves as prescribed by the Office of Business Affairs.
        ii. Those organizations that sponsor an admission fee program on the Urbana-Champaign campus will be assessed a service fee or the net profit, whichever is greater, for the use of University facilities.
11. All events involving professional performers shall be administered as follows:
    a. Events involving professional performers shall be defined as those entertainment events open to the student body and/or general public in which the performers appear before an audience and are paid or normally receive pay for their services. Such entertainment events shall include theatrical productions, closed-circuit television, athletic events, arena spectaculars, artists, and the like that utilize professional musicians, singers, dancers, athletes, or comedians. It shall not include any event in which the total fees paid or normally paid for the performers' services, including expenses, are less than $1,750. It shall also not include dances, film showings, banquets, or lectures, regardless of any fees that may be involved.
    b. Sponsorship of events involving professional performers as defined above shall be restricted to the Assembly Hall utilizing its premises, Krannert Center for the Performing Arts utilizing its premises, Star Course and the Illini Union Board utilizing either of the above, or other facilities as approved by the Office of Facility Planning and Management. Under exceptional conditions, University organizations, campus boards, registered organizations, or related organizations may cosponsor events involving professional performers with one of the above-mentioned authorized agencies in accordance with the limitations of section VIII-1 of the *Campus Administrative Manual*. Such cosponsorship, as well as all agreements related to that cosponsorship, shall be at the full discretion of the authorized agency except that at least 50 percent of all financial interests shall remain with the authorized agency. To quality for cosponsorship consideration, an organization must be able to show that its cosponsorship would enhance the value or facilitate holding the event in a way that cannot be achieved by one of the usual authorized sponsors. Fund raising, regardless of the purpose or benefactor, is not an appropriate reason in itself to allow cosponsorship.
    c. Coordination of those entertainment events involving professional performers as defined above shall be accomplished by the Coordinating Committee on Entertainment Events specifically appointed for that purpose. Such coordination of professional events shall include the responsibility for operations and for resolving and deciding those conflicts relating to professional entertainment events, both as to scheduling dates and sponsorship. Appeals of decisions of the Coordinating Committee on Entertainment Events shall be made to the chancellor or the chancellor's designee.
    d. Membership of the Coordinating Committee on Entertainment Events shall consist of the following individuals:
        i. Director of the Office of Facility Planning and Management or designee, chairperson
        ii. Director of the Assembly Hall
        iii. Director of the Krannert Center for the Performing Arts
        iv. A senior manager of Star Course
        v. Director of the Illini Union Board Program Department
        vi. Director of the Office of Registered Organizations
        vii. Dean of students or designee
        viii. Two additional persons appointed by the vice-chancellor for student affairs
12. Premises or facilities reserved by an organization or individual may not be turned over to another organization or individual without prior consent of the Office of Facility Planning and Management and the reservations office of the facility involved.

I. Committee on the Use of Facilities
    1. The Committee on the Use of Facilities has as its purposes:
        a. The development of policies and rules of practice regarding the use of University facilities, in accord with the provisions of Rule 103 and section VIII-1 of the *Campus Administrative Manual*. Pursuant to this function it shall make recommendations to the Conference on Conduct Governance and the chancellor concerning the need for alterations in the provisions of the above regulations.
        b. The adjudication of conflicts arising from the application of the provisions of Rule 103 regarding the use of University premises and facilities except for those events involving professional performers. (See section H.11.c and d.)
    2. The Committee on the Use of Facilities shall have as chairperson the vice-chancellor for student affairs, or a designee from among the administrative staff of that office or from among the faculty. It shall have four (4) additional members, two (2) of whom are to be faculty and two (2) of whom are to be undergraduate, graduate, or professional students. All members of the committee will be appointed by the vice-chancellor for student affairs for terms of one (1) year. All members of the committee shall be eligible to vote. A quorum shall consist of three (3) members. A decision shall be reached by a majority vote of those members present. In the event of a tie vote, the decision regarding the issue in question will be made by the vice-chancellor for student affairs, regardless of whether the vice-chancellor acted as chairperson or voted in connection with the decision. Decisions of the committee regarding questions of priority, eligibility of organizations, and approval of events shall be binding on the vice-chancellor for student affairs and upon the Office of Facility Planning and Management. Appeals of such decisions shall be made to the chancellor.
    3. The committee shall meet not less often than once each two (2) calendar weeks while the University is in session, unless there are no appeals before it.

J. Special Provisions for Use of the Krannert Center for the Performing Arts

The Krannert Center for the Performing Arts is a unit of the College of Fine and Applied Arts and has a dual purpose:

first, to provide educational facilities in the performing arts for the School of Music, Departments of Theater and Dance, and University Bands, including public performances sponsored by these departments and the Krannert Center; second, to provide the University community, the local community, and the state with a cultural program of performances by University groups and professionals in the many fields of the performing arts.

In view of the above, the following are the special conditions regarding the use of space in the center:

1. In the public performing areas of the Krannert Center, namely the Foellinger Great Hall, the Festival Theatre, the Colwell Playhouse, the Studio, the Amphitheatre, and appropriate adjunct areas, the following priorities shall obtain:
   a. Events that are related to the performing arts and are cosponsored or presented in conjunction with the Krannert Center by one or more of the designated academic units: School of Music, Departments of Theatre and Dance, and University Bands, all of which offer instruction in the performing arts.
   b. Events that are related to the performing arts and are sponsored and presented by the Krannert Center.
   c. Events related to the performing arts that are approved by the director for the cosponsorship by the center with those organizations listed in Rule 102. In addition, a limited number of conferences may be scheduled when space permits and for which fees are charged.
2. In the rehearsal rooms of the Krannert Center, priorities with respect to reservations of space will be given as follows:
   a. To course work and production rehearsals that fall within the educational and performing programs of the academic units of the School of Music, Departments of Theatre and Dance, and University Bands.
   b. To performing programs sponsored or cosponsored by the center.
3. Only those events that fall within the classification described in section J.1.c require that the cosponsoring organization receive "event approval" by the director of the Office of Registered Organizations and/or the Office of Facility Planning and Management.
4. Requests for space for entertainment events in the Krannert Center for the Performing Arts must be received not less than twelve (12) weeks prior to the date of the proposed event. Requests received after twelve (12) weeks will be considered. However, they may be denied if there is insufficient time to adequately prepare for the proposed event.
5. Decisions of the Committee on the Use of Facilities under section I.1.b shall apply only to cosponsored events covered by section J.1.c; and if such decisions in the adjudication of conflicts affect the educational program of any department, they shall be referred by the vice-chancellor for student affairs to the appropriate dean for action.
6. Decisions of the Coordinating Committee on Entertainment Events concerning professional attractions shall be final in the resolution of conflicts between the Krannert Center for the Performing Arts and other agencies responsible for sponsoring or cosponsoring professional events. (See section H.11.c and d.)
7. In all cases of cosponsorship, contractual and financial arrangements will be in accord with recommended procedures established by the Coordinating Committee on Entertainment Events, the Office of Business Affairs, and the University Legal Counsel.

K. Special Provisions for Use of the Assembly Hall

The Assembly Hall is to provide programs of an educational or cultural nature for University of Illinois students, for faculty, staff, and community, and for the general citizenry of the state. It also is to make its facilities available to eligible organizations for such activities as they may be authorized to undertake at the Assembly Hall. Because of the special nature, size, charge, and financial requirements of the Assembly Hall, the following special conditions apply:

1. Eligibility to use the Assembly Hall is determined by section VIII-1 of the *Campus Administrative Manual* and this rule.
2. Any organization or individual desiring to use the Assembly Hall shall apply to the Assembly Hall Office, 101 Assembly Hall. Initial rulings on eligibility will be made by the Office of the Assembly Hall and are subject to approval by the Office of Facility Planning and Management. Requests should be made at least one (1) month prior to the date involved. Any request, whenever made, may be denied if there is insufficient time to adequately prepare for the proposed event.
3. For use of Assembly Hall space, the following sequence of priorities obtains:
   a. Functions sponsored by the Assembly Hall.
   b. Educational, informational, cultural, recreational, and entertainment events sponsored by University organizations, campus boards, registered organizations, and related organizations, for which reservations will be accepted from one (1) to twelve (12) months in advance.
   c. Approved events sponsored by campus-community organizations or outside organizations, for which reservations will be accepted from one (1) to forty-eight (48) months in advance. No more than half of the weekends and half of the weekdays in a fiscal year may be so committed in advance.
   d. Rehearsals or practice sessions in excess of standard minimum allotments and in advance of events to be presented in the Assembly Hall.
   e. Other appropriate functions in support of the University's charge of teaching, research, and public service.

   Reservations may be granted on either a confirmed or a tentative basis. Tentative reservations may be withdrawn by the Office of the Assembly Hall. For example, if a second applicant requests the date and the initial applicant fails to show appropriate evidence, such as a contract, that the time will be used, the initial reservation may be withdrawn. Tentative reservations for events of low priority also may be withdrawn if another event of high priority has valid claim and use for the date. Confirmed reservations may not be jeopardized by others regardless of priority. An organization holding a confirmed reservation may not be displaced by any other organization. Other matters concerning the operation of the priority system may be developed by the Office of the Assembly Hall.
4. As provided in section D, free leaflets, handbills, etc., may be distributed outside the building on the Assembly Hall grounds. Such distribution may not interfere with the movement of people going to or from the Assembly Hall, and no such materials may be placed in or on automobiles in Assembly Hall parking lots. The sale of any item on Assembly Hall grounds may be regulated or prohibited by the Office of the Assembly Hall. Also, the sale or free distribution of any item or materials for any purpose inside the Assembly Hall may be regulated or prohibited by the Office of the Assembly Hall.
5. If a function proposed to be held at the Assembly Hall represents a potential hazard to public safety, the event may be canceled or denied. (See also section E.)
6. All organizations using the Assembly Hall shall apply to the Office of the Assembly Hall for any additional services, alterations, equipment, etc., they may desire. (See also section F.)
7. All foodstuffs, including refreshments, beverages, meals, samples, etc., to be served or distributed in the Assembly Hall must be acquired and served by arrangements with the Office of the Assembly Hall, and must conform with health requirements outlined in section H.6 and with contractual obligations and concession policies. (See also section G.)
8. Requirements and Limitations
   a. Only those events held in the Assembly Hall that fall within the classifications in section K.3.b through e above require that the organization receive "event

approval," which must be obtained from the Office of Facility Planning and Management and/or the director of the Office of Registered Organizations as well as the Office of the Assembly Hall.

b. Any proposed usage must be appropriate to and suited to the size, structure, purpose, and operating costs of the Assembly Hall, and there must be good reason to expect that a proposed event will attract at least 2,000 people.

c. Any outside organization or other organization requesting space at the Assembly Hall shall qualify on its own merits and be responsible for its own commitments without reference or transfer to any local affiliate of any organization.

d. No campus-community organization, outside organization, or individuals may use the Assembly Hall for any series of regularly scheduled meetings unless these meetings are annual or less often.

e. Reservations for presenting one event may not be used for presenting a different event without approval of the director of the Assembly Hall. Sponsorship of an event may not be changed without approval of the director of the Assembly Hall, and all sponsors must be clearly identified.

f. Use of the Assembly Hall may be denied or limited if the applicant lacks personnel, experience, expertise, contracting authority, financial status, or other essential capabilities required to undertake the proposed project in an adequate manner. A sponsoring organization may not redelegate any control or responsibility to any cosponsor, agent, or other third party without prior approval of the director of the Assembly Hall. If the initial authorized organization agrees to cosponsorship with a third party, but is not willing or able to fulfill all delegated functions and responsibilities adequately, participation of the Assembly Hall as a cosponsor may be one of the conditions for approval.

g. Responsibility and control for all matters of staffing, crowd control, technical arrangements, ticketing and ticket policy, scaling, promotion, advertising policy, and similar managerial factors are functions of the Office of the Assembly Hall and may be exercised by it or delegated in part to users, as determined by the director of the Assembly Hall.

h. All contracts for events in the Assembly Hall must be approved by the director of the Assembly Hall and the Office of the University Legal Counsel prior to execution or commitment. Specifically, contractual agreements must be in accord with the financial well-being of the Assembly Hall.

i. Decisions of the Committee on the Use of Facilities, under section I.1.b, shall apply to the Assembly Hall only insofar as they pertain to uses separate from those intended primarily for the general public. Conflicts between the Committee on the Use of Facilities and the Coordinating Committee on Entertainment Events shall be adjudicated by the chancellor or the chancellor's designee.

j. Decisions of the Coordinating Committee on Entertainment Events concerning those entertainment events to be held in the Assembly Hall shall be final in the resolution of conflicts between the Assembly Hall and other sponsors or cosponsors. (See section H.11.c and d.)

L. Special Provisions for Use of the Beckman Institute for Advanced Science and Technology

The Beckman Institute for Advanced Science and Technology is an interdisciplinary research facility established as a college-level unit reporting to the vice-chancellor for academic affairs. The institute's primary mission is to provide a single physical location for University faculty and staff members and students engaged in research programs chosen for inclusion in the building. A secondary and related objective of the institute is the exchange of scientific and technical information through meetings, conferences, workshops, and other such gatherings. For this reason, the institute was designed to include a number of seminar and meeting rooms.

Because the institute was designed to provide research and meeting facilities in support of the research programs conducted in the building, institute researchers will have first priority for use of meeting spaces within the institute. The institute administration is responsible for ensuring that use of meeting rooms by others does not compromise the ability of institute research groups to conduct scientific and technical meetings. In view of the special mission of the institute, which includes research and scientific exchange, the following are the special conditions regarding use of space in the institute:

1. Any individuals or groups eligible under section VIII-1 of the *Campus Administrative Manual* and this rule can request the use of meeting space in the Beckman Institute. The use of such meeting space is subject to approval by the director of the institute, who in responding to such requests will use the following priority scale:
   a. Groups conducting research in the Beckman Institute, for gatherings intended for exchange of scientific and technical information.
   b. Central and campus administrative units holding gatherings important to the campus or University as a whole.
   c. Units or individuals working in areas scientifically or technically related to institute research areas.
   d. Campus units or individuals holding events of academic importance to the campus but unrelated to institute research programs.
   e. Off-campus academic organizations whose activities are relevant to the institute.
   f. Those off-campus organizations whose events are unrelated to the institute will rarely be granted approval.
2. Except for scientific meetings sponsored by institute groups, no event can be scheduled more than one year in advance of the date it is to be held.
3. Food and beverages may be catered in connection with an event only with the permission of the director of the institute.
4. Individuals or organizations desiring to use the Beckman Institute should apply in writing to the Office of the Director, 1301 Beckman Institute, 405 North Mathews Avenue, Urbana, IL 61801.
5. Decisions of the director of the Beckman Institute under this policy may be appealed to the vice-chancellor for academic affairs.

M. Provisions for Use of the Allerton Park and Conference Center

Allerton Park and Conference Center is a unit of the Office of Continuing Education and Public Service, and its mission is to provide opportunities for educational and research programs that are unique to a natural area, house, and estate garden of high quality. The park also has an important mission to provide a public location for recreational activities that employ its natural resources and engender an appreciation for them. Allerton is the University's learning sanctuary.

1. At Allerton Conference Center priority is given to academic and administrative departments whose activities are most consistent with the Allerton mission and support of the University's charge of teaching, research, and public service. When space is available, other groups can be accommodated, including those from other educational institutions, government agencies, social service organizations, private not-for-profit groups, and private groups whose activities are consistent with the Allerton mission. Requests for use of Conference Center space should be filed at the Conference Center office.
2. Allerton Park is composed of forests, wild and plant life reserves, and landscaped gardens. It operates as a public park. To maintain a tranquil setting that is conducive to education, ecological research, and appreciation of the natural qualities of the site, priority is given to programs and recreational activities that do not detract from the quality of those elements.

   Requests for permits to use space in the park for the following activities should be filed with the park superintendent at the Visitors Center:

   a. Requests to conduct research are reviewed by the site superintendent and, if indicated, the requests are

forwarded to the Campus Committee on Natural Areas for approval.

b. Visitors Center. First priority is given to activities that involve use of the formal gardens.

c. Events in the formal gardens in the park include weddings, receptions, and graduation ceremonies. Fees are set according to the size of the group and the need for special accommodations.

3. Special requests for use of Allerton Park and Conference Center not covered in sections 1 and 2 above should be filed with the director of Allerton Park and Conference Center, 302 East John Street, Suite 202, Champaign, IL 61821.

APPENDIX A

LIST OF POLICIES AND REGULATIONS

Statement on Individual Rights

Nondiscrimination and Other Policy Statements Related to Affirmative Action and to Equal Opportunity and Treatment for All Students

1. University of Illinois at Urbana-Champaign Nondiscrimination Statement
2. University of Illinois Statement on Sexual Harassment
3. University of Illinois at Urbana-Champaign Policy for Individuals with Acquired Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC), and/or HTLV III/LAV Antibody
4. University of Illinois at Urbana-Champaign Policy for Accommodation and Provision of Auxiliary Aids for Students with Disabilities

Student Responsibilities, Conduct, and Discipline

5. Obligation of Students
6. Certified Single Student Housing
7. Living Quarters of Students
8. Health Requirements—All Students
9. Policy and Procedures for Involuntary Withdrawal of Students for Psychiatric Reasons
10. Students in Debt to the University
11. Bases for Discipline at Urbana-Champaign—All Students
12. Dismissed Students—All Students
13. Rules of Conduct Applicable to All Students Concerning Disruptive and Coercive Action
14. Falsification of Documents—All Students
15. Identification Cards—All Students
16. Policy on Drugs—All Students
17. Alcoholic Beverages
18. Smoking Policy
19. Possession of Weapons
20. Unauthorized Use, Abuse, or Interference with Fire Protection Equipment, Firefighting Personnel, or Warning Devices
21. Picketing
22. Solicitation (Including Political Canvassing) and Commercial Activity in University Residence Halls—Students, Staff, and General Public (Also see Rule 103; *Campus Administrative Manual*, section VIII-1; *General Rules Concerning University Organization and Procedure*, article V.)
23. Pets and Animals on University Property

Procedures for Grievances and Complaints

24. Grievance Procedures in Matters of Religious Beliefs, Observances, and Practices
25. Policy and Procedures for Addressing Discrimination and Harassment
26. Procedures for Review of Alleged Capricious Grading—All Students
27. Procedures for Review of Instructor's Ability to Communicate in English—All Students

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28. Operation of Motor Vehicles
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30. Use of Motorcycles (Including Motor Scooters and Motor-Driven Bicycles)
31. Operation of Bicycles
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33. Academic Integrity—All Students
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42. Late Registration—All Students
43. Cancellation of Registration
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45. Correspondence and Extramural Courses
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47. Withdrawal from Courses for Academic Deficiency—Undergraduate Students
48. Withdrawal from the University—General Rules
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57. Installment Payment Plan
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Student Health Insurance Program

59. Student Health Insurance

Student Records—Guidelines and Regulations Governing Access and Release

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102. Registered Organizations
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APPENDIX B

UNIVERSITY OF ILLINOIS RESIDENCY STATUS REGULATIONS FOR ADMISSION AND ASSESSMENT OF STUDENT TUITION

General

The University of Illinois is a land-grant institution assisted by funding from state of Illinois tax revenue. As a state tax-assisted institution, the University (with some exceptions) extends preference in admission and tuition to residents of the state of Illinois—that is, to students whose circumstances conform to the University's definition of resident status stated below.

The University of Illinois's definition of the term "resident" may be different from the definitions developed by other, non-University, agencies. Thus, a person who is an Illinois resident for tax or voting purposes, for example, is not necessarily a resident for University of Illinois tuition and admission purposes. The University's definition of resident status applies both to payment of tuition and admission to the University of Illinois.

Principal elements that determine residency are domicile in Illinois and actions that evidence the intent to make Illinois the person's permanent residence. A person has but one domicile at any time. Mere physical presence in Illinois, regardless of how prolonged, is insufficient to establish residency without existence of action and intention to make the place a permanent residence and principal home. In order to establish bona fide residency in Illinois under this policy, a person must demonstrate presence and intent to reside permanently in Illinois for reasons other than educational objectives.

The burden of establishing that a student is domiciled in Illinois for other than educational purposes is upon the student. The regulations, factors, and procedures enumerated in this policy will be considered by the University in determining the residency status of students.

Regulations

The following regulations are used to determine the resident classification of a student for admission and tuition assessment.

A. A student's domicile is presumed to be that of his/her parent(s) or legal guardian unless the student is emancipated and establishes a separate domicile.

A person who is dependent upon his/her parent(s) or other person in authority, other than spouse, for financial support shall not be considered emancipated for the purpose of these regulations. A person claiming emancipation may be requested to present satisfactory evidence that his/her parent(s) or legal guardian have not contributed significantly to his/her support or claimed him/her as a dependent for federal or state income tax purposes during the period for which emancipation is claimed.

B. In order to be classified as a resident for purposes of admission, an emancipated person shall be domiciled in Illinois and a bona fide resident of the state for at least six consecutive months immediately preceding the date of receipt of the application for admission. To be considered a resident for purposes of assessment of tuition, an emancipated person must be a bona fide resident of the state for at least six consecutive months immediately preceding the first scheduled day of classes for the term for which residency is sought.

C. A student must prove reliance upon resources in Illinois for more than fifty percent of the income sufficient to provide for tuition, fees, living, and related expenses. Income earned as a result of University enrollment, such as graduate assistantships or student employment, is not considered as evidence of intent to establish residency.

Even though a divorced or separated parent who is not a resident of Illinois provides significant financial support to the student, the student shall be classified as resident as long as the other parent resides permanently in Illinois.

D. A person who is not a citizen of the United States of America may establish resident status unless the person holds a visa that precludes an intent to permanently reside in the United States. A list of the visa classification may be obtained from the Office of Admissions and Records.

E. A noncitizen may commence establishment of residency with notification of permanent residency status by the United States Immigration and Naturalization Service provided the person meets and complies with all the applicable requirements of these Regulations.

F. The minor children of persons who, having resided in this state for at least twelve months immediately prior to such a transfer, are transferred by their employers to some location outside the United States shall be considered as Illinois residents for purposes of the computation and payment of tuition at any state-supported school. However, this Section shall apply only when the minor children of such parents enroll in a state-supported college or university within five years from the time their parents are transferred to some location outside the United States.

If the parent(s) or legal guardian of a resident student establishes a domicile outside the state of Illinois after the student has been admitted, the student shall continue to be classified as a resident student until degree completion, assuming timely matriculation and providing the student maintains continuous enrollment and maintains a separate residence within the state of Illinois.

G. It is required that a person who claims Illinois domicile while living in another state or country will provide proof of the continued Illinois domicile. Proof may include, but is not limited to, evidence that the student (or parent or legal guardian as applicable) has not acquired a domicile in another state, has maintained a continuous voting record in Illinois, and has filed regular Illinois resident state income tax returns during absence from the state.

H. A student whose parents move to Illinois may become a resident at the beginning of the next term following the move.

I. A nonresident shall be classified as a resident if his/her spouse is a resident of Illinois. A noncitizen may establish residency through his/her resident spouse, provided the noncitizen complies with Section D of these Regulations.

J. A person who is actively serving in the Armed Forces of the United States and who is stationed and/or present in the state in connection with that service may be eligible for a waiver of the nonresident portion of tuition in accordance with Board policy as long as the person remains stationed and/or present in Illinois. The waiver is extended to the person's spouse and dependent children when they also live in the state. A resident of Illinois, and the spouse and dependent children, who is stationed outside of Illinois in active service in the Armed Forces of the United States and who has maintained residency under Section G shall be classified as a resident.

K. Staff members of the University and of allied agencies, and faculties of state-assisted institutions of higher education in Illinois, holding an appointment of at least one-quarter time, and their spouses and dependent children, shall be treated as residents.

L. Nonresident teachers in the private and public elementary and secondary schools in Illinois holding an appointment of at least one-quarter time shall, if required to pay tuition, be assessed at the resident rate. This privilege also extends to the summer session immediately following the term of appointment.

Any nonresident teacher who qualifies for resident tuition as described above shall become subject to nonresident tuition for the entire term if the school appointment is vacated prior to completion of three-fourths of the term in question. Resignation or cancellation of the appointment prior to the close of the spring term also cancels the eligibility for the resident tuition privilege in the following summer term.

Factors in Determining Residency

The following circumstances, although not necessarily conclusive, have probative value in support of a claim for resident classification.

A. Bona fide residency—including continuous physical presence—in the state of Illinois for at least six consecutive months immediately preceding the date of receipt of the

application for admission, or, for tuition purposes, six consecutive months immediately preceding the first scheduled day of classes for the term for which resident classification is sought. For the purpose of establishing domicile, continuous physical presence is defined as no absence from the state for more than a three-week period.

B. Domicile in Illinois of parent(s) or guardian legally responsible for the student. Domicile in Illinois of spouse.

C. Voting or registration for voting in Illinois.

D. Illinois driver's license or identification card and automobile registration.

E. Payment of Illinois income/property taxes and/or ownership of property in Illinois.

F. Self-supporting reliance upon sources in Illinois for significant financial support. Evidence that an emancipated student is not claimed as a dependent by nonresident parents.

G. The lease of living quarters and payment of utility bills in Illinois.

H. Former domicile in the state and maintenance of significant connections therein while absent.

I. Admission to a licensed practicing profession in Illinois.

J. Long-term military commitments in Illinois and/or proof that Illinois is the home of record. The petitioner must complete a *Military Certification Form*, which can be obtained at the Office of Admissions and Records.

K. Employment in Illinois other than in graduate assistantships or student employment.

L. Establishment of financial accounts at Illinois institutions.

M. Public records, for example, birth and marriage records.

N. Other official documents verifying legal, official connection with Illinois or with organizations or institutions within the state of Illinois.

O. Exclusive use of the Illinois address when home or mailing address is requested.

The University may request additional documentation of the evidence. Missing evidence, the lack of evidence, or inconsistent evidence may be used to refute the claim of residency.

Procedures

The Director of Admissions and Records, or a designee, shall determine the initial residence classification of each student at the time the student enters or reenters the University.

A student who is not satisfied with a determination concerning his/her residence classification may request that the responsible official reconsider the determination. For the purposes of admission, the written request must be received by the Office of Admissions and Records *within twenty calendar days* from the date of notification of residency status. For the purposes of assessment of tuition, the written request must be received by the Office of Admissions and Records *within twenty days of the date of assessment of tuition or the first scheduled day of classes* for the term for which the tuition is payable, whichever is later.

The request should include the *Petition for Determination of Residency Status* and all other materials applicable to the claim. The request and accompanying documentation will not be returned, and the student is advised to maintain a copy for his/her record.

If the student is still not satisfied with the determination after it has been reconsidered, the student may appeal the decision to the director, University Office for Academic Policy Analysis. The appeal shall be in writing and shall include reasons for the appeal. The appeal must be received by the director of Admissions and Records *within twenty days of the notice of the ruling*. The appeal will then be referred to the director, University Office for Academic Policy Analysis. A student who fails to file such an appeal *within twenty days of the notice of the ruling* waives all claims to reconsideration for that academic session. Filing deadlines cannot be extended or waived and applications and appeals untimely filed will not be reviewed. The decision of the director, University Office for Academic Policy Analysis, shall be final in all cases.

A student may be reclassified at any time by the University upon the basis of additional or changed information. If the student is classified in error as a resident student, nonresident tuition shall be assessed in the next term; if the student is classified in error as a nonresident, resident tuition shall be assessed in the term in which the classification occurs, provided the student has filed a written request for a review in accordance with these regulations.

A student who fails to notify the University of a change of facts or provides false information that might affect classification or reclassification from resident to nonresident status and/or who provides false information or conceals information for the purpose of achieving resident status may be subject to appropriate disciplinary action, as well as other penalties prescribed by law. Further information or clarification may be secured by contacting the director of Admissions and Records on the campus concerned:

100a Henry Administration Building (MC-332)
University of Illinois at Urbana-Champaign
Office of Admissions and Records
506 South Wright Street
Urbana, IL 61801

Student Services Building (MC-018)
University of Illinois at Chicago
Office of Admissions and Records
P.O. Box 5220
Chicago, IL 60680

University of Illinois at Springfield
Office of Enrollment Services
Building F-20
Springfield, IL 62794-9243

APPENDIX C

CAMPUS LOCATIONS OF STUDENT AND CONSUMER INFORMATION

The University of Illinois at Urbana-Champaign has student and consumer information available at the following campus locations.

- Admissions — Office of Admissions and Records, 177 Henry Administration Building, 333-0302, or individual college offices
- Financial aid — Office of Student Financial Aid, 400 Turner Student Services Building, 333-0100
- Housing — Housing Information Office, 400 Clark Hall, 333-1420
- Other information — Office of the Dean of Students, 300 Turner Student Services Building, 333-0050

UNIVERSITY OF ILLINOIS-URBANA
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Academic Calendar

FALL SEMESTER 1996

Labor Day (all-campus holiday) ..... Sept 2, Mon
Instruction begins ..... Sept 3, Tue
Second half-session courses begin ..... Oct 28, Mon
Thanksgiving recess begins ..... Nov 27, Wed, 5 pm
Thanksgiving observance
(all-campus holidays) ..... Nov 28, Thurs-Nov 29, Fri
Instruction resumes ..... Dec 2, Mon
Last day of instruction ..... Dec 13, Fri
Reading day (no classes, no final examinations) ..... Dec 14, Sat
Final examination period ..... Dec 16, Mon-Dec 21, Sat

SPRING SEMESTER 1997

Martin Luther King, Jr.'s birthday observed
(all-campus holiday) ..... Jan 20, Mon
Instruction begins ..... Jan 21, Tue
Second half-session courses begin ..... Mar 17, Mon
Spring recess begins ..... Mar 22, Sat, 1 pm
Spring recess holiday (all-campus holiday) ..... Mar 28, Fri
Instruction resumes ..... Mar 31, Mon
Last day of instruction ..... May 7, Wed
Reading day (no classes, no final examinations) ..... May 8, Thurs
Final examination period ..... May 9, Fri-May 16, Fri
Commencement weekend ..... May 17, Sat-May 18, Sun

SUMMER SESSION 1997

Four-week Term 1 instruction begins ..... May 19, Mon
Memorial Day observed (all-campus holiday) ..... May 26, Mon
Last day of instruction in four-week Term 1 ..... June 13, Fri
Eight-week Term 2 instruction begins ..... June 16, Mon
Independence Day (all-campus holiday) ..... July 4, Fri
Term 2 second half-session courses begin ..... July 14, Mon
Last day of instruction in eight-week Term 2 ..... Aug 6, Wed
Reading day (no classes, no final examinations) ..... Aug 7, Thurs
Final examinations for eight-week Term 2 ..... Aug 8, Fri-Aug 9, Sat
August graduation date
(no commencement exercises) ..... Aug 11, Mon